
Title of Position *	Director of Living History
Institution *	Alamo Trust, Inc.
Position Location: City & State *	San Antonio, Texas
Position Closing Date	

About the Institution

Alamo Trust, Inc. is a 501(c)3 non-profit organization, created by the Texas General Land Office to manage the Alamo complex and tell the story of the Alamo to millions of visitors each year. The mission of Alamo Trust, Inc., is to create an unforgettable experience for visitors to learn about the Alamo's 300-year history, and to honor those who gave their lives at the Alamo in the battle for Texas independence. Alamo Trust, Inc. staff manages all aspects of the daily operating functions and visitor experience at the Alamo. The organization is led by a Chief Executive Officer and includes departments that focus on Curation, Conservation, Education and History, Facilities, Finance, HR, IT, Marketing, Security, Visitor Services, and Retail Contractors.

Institution Website Address

<http://www.thealamo.org>

Summary of Responsibilities

The Director of Living History ("Director") will be a critical member of the Chief Executive Officer's ("CEO") senior staff at Alamo Trust, Inc. The Director will lead and oversee all administrative, managerial, and performance-based aspects of the Living History Department. This includes strategic planning, project management, creation and execution of Living History goals, and staff management. The Living History Department is tasked with identifying and sharing key aspects of the historical narrative with the public in an engaging and accurate manner.

DUTIES, RESPONSIBILITIES & ESSENTIAL FUNCTIONS

- Organize and administer the overall operations of the Living History Department
 - Develop and document all policies and procedures relevant to all Living History operations
 - Assemble and analyze relevant data and prepare reports for delivery to CEO and Board of Directors
 - Develop and maintain department budget and procurement
 - Identify and administer appropriate performance metrics and quality assurance procedures
 - Manage all recruiting, training, and scheduling of Living History staff
 - Coordinate with other senior staff as necessary
 - Implement all security and emergency procedures related to Living History staff
 - Work closely with the Alamo Historian to create and execute Living History programming in line with approved narrative
 - Assist with special events and activities requiring Living History participation
 - Design programmatic options to enhance the visitor experience thru Living History interpretation and the operational components necessary to implement those designs
 - Maintain all equipment and supplies to provide the best Living History experience possible
 - Prepare and distribute Living History staff communications
 - Liaise with the Volunteer Program Coordinator and Visitor Services team
- Prepare periodic Committee/Executive-level reports, presentations, and/or agendas on budgeting, system performance, proposed improvements, and any necessary further analysis, as needed
- Attend meetings as requested
 - Review and assist in the preparation of correspondence, contracts, and public materials, as

requested

- Provide additional project management and administrative support, as requested
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Required Qualifications

Master's Degree strongly preferred, Bachelor's Degree required in appropriate field

- Minimum 7 years' experience with significant responsibility in a living history, museum education; exhibition management environment preferred
- Direct experience managing staff or other small management skills
- Strong experience in historical interpretation and public history
- Ideal candidate will be a proactive and collaborative leader who excels at working in a dynamic and changing environment
- Ability to manage and/or contribute to a high volume of complex tasks and prioritizing workflow and a wide range of projects at any given time in a fast-paced office environment
- Exceptional attention to detail and meticulous work ethic
- Excellent training and well developed management skills that support creative approaches for working with adults, families, education staff and general museum audiences alike are imperative
- Demonstrated ability to manage the everyday details of a department while focusing on the highest quality result
- Excellent problem-solving, communication and interpersonal skills are essential
- Strong strategic thinking skills with ability to actualize plans in a successful manner
- Ability to multi-task and to work well in a high-profile environment
- Strong team-orientation and professional attitude
- Outstanding and demonstrated academic and professional performance
- Proficiency in Word, Excel, PowerPoint, and Office 365

Must be able to speak, read, and write English

- Additional fluency in other languages is beneficial
 - Must be able to provide documents establishing identity and eligibility to work in the United States.
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Compensation

This is a full-time exempt position

- Work hours are standard office hours, but may require odd-hours work depending on the project
 - We offer a competitive salary and full benefits package
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Apply at this Website:

<http://www.thealamo.org>

Apply with this email:

Special Instructions to Apply:
