



JOB NOTICE

Position Title:	Site Manager, West Texas Heritage Center
Salary:	\$60,000-65,000/Annually
Opening Date:	April 1, 2024
Closing Date:	Until Filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location:	El Paso, Texas

JOB OBJECTIVE: Under the direction of the Executive Director, the Site Manager is responsible for the development, administration, management, and operation of the West Texas Heritage Center ("Center") in El Paso, Texas. Responsibilities include, but are not limited to: budget development and management; maintenance of ; resource management and curatorial care of exhibits; visitor services; interpretive and educational program planning, development, scheduling, production, and evaluation; development of partnerships with members, volunteers, media, and other stakeholders; records management and reporting; management of minor maintenance and repair projects; and personnel management and supervision. The Site Manager assists the Executive Director with effective coordination and interaction with other Preservation Texas staff and local government entities on matters affecting the West Texas Heritage Center. Provide leadership to site staff, volunteers, and other stakeholders to successfully manage and deliver the program objectives of the Center.

RESPONSIBILITIES:

1. Recruiting, training, supervising, and evaluating site staff and volunteers.
2. Direct the day-to-day operations of the site, including visitor services, programs, safety, and security.
3. Responsible for program planning, development, and implementation.
4. Works with and speaks to community and professional groups to coordinate, improve, and stimulate interest in PT and the Center, and to secure support for local preservation programs.
5. Communicate PT policy and information to staff and volunteers on a timely basis.
6. Communicate issues, opportunities, and ideas for initiatives to the supervisor in a timely and effective way.

7. Maintain knowledge of current historic preservation, heritage tourism, and heritage education best practices, as well as new research in local and regional history.
8. Participate with PT staff in defining the site's mission and programs.
9. Communicate mission to stakeholders and the community.
10. Identify priorities and resources in annual and long-range planning for the program.
11. Represent PT as needed in public meetings, seminars, and other events.
12. Coordinate public relations, media, and marketing with the Special Programs Coordinator.
13. Direct the interpretive program for the site, including research, planning, and development of programs and exhibits, as well as conducting special and educational programs and audience research as needed.
14. Coordinate the implementation of bilingual permanent and temporary exhibits, some of which can rotate throughout the county focused on preservation, architecture, and cultural landscapes, in collaboration with PT staff, consultants, and subject matter experts as appropriate.
15. Coordinate the delivery of bilingual walking tours of El Paso and educational programs about the architecture and cultural landscapes of El Paso, El Paso County, the West Texas region.
16. Oversee collections care and management in consultation with the supervisor.
17. Provide subject matter expertise related to West Texas, El Paso County, and El Paso and ensure the accuracy of material produced about the program.
18. Ensure that accurate information is available at the Center about historic preservation programs and historic and cultural resources in El Paso County and the West Texas region.
19. Represent PT and the Center at local, regional, and statewide conferences and meetings as appropriate.
20. Oversee building maintenance and identify needed projects and appropriate resources to accomplish them in consultation with the Architectural Programs Manager.
21. Prepare an annual budget proposal and monitor site expenditures to prevent overspending.
22. Train part-time staff as needed.
23. Adhere to an established work schedule with regular attendance.
24. Follow all PT guidelines, policies, and procedures and ethics requirements.
25. Other duties as assigned.

QUALIFICATIONS:

1. Graduation from an accredited college or university with a degree in History, Public History, American Studies, Archeology, Museum Studies, Historic Preservation, or a closely related field that included relevant coursework.

2. Minimum of three years work experience in site business management, education, cultural resources, historic sites, or museum field.
3. Minimum of two years of administrative and supervisory experience; and
4. Required to travel up to 10% of the work period.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of historic site administration and operations;
2. Knowledge of cultural resource management and heritage tourism development;
3. Knowledge of museum interpretation/education;
4. Knowledge of safety rules, regulations, practices, and procedures;
5. Skill in overseeing facility/equipment/grounds repair programs;
6. Ability to develop marketing, promotional activities, and special events;
7. Ability to manage programs and projects;
8. Ability to develop and maintain financial systems;
9. Ability to develop relationships and professional partnerships with diverse communities;
10. Effective verbal and written communication, human relations, and organizational skills;'
11. Effective critical thinking skills;
12. Skill in providing customer service excellence;
13. Skill in operating a personal computer with word processing, database, and spreadsheet software;
14. Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
15. Ability to process information in a logical manner and to assess validity;
16. Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
17. Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
18. Ability to multi-task in a fast-paced environment;
19. Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
20. Ability to plan, organize, and work independently, as well as within a team environment;
21. Ability to exercise sound judgment and discretion; and
22. Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

- Must have or obtain a valid driver's license.

ENVIRONMENT/PHYSICAL CONDITIONS: The workplace setting is in an office and in a public-facing commercial space in a historic urban environment. This employee typically works irregular hours other than 8:00 a.m. to 5:00 p.m., with days off other than Saturdays, Sundays,

or holidays. This position may involve walking, standing, pulling and pushing, kneeling, stooping, bending, safely lifting, and carrying items weighing up to 30 pounds. Work may include walking on uneven pathways and unpaved surfaces. Must be able to work extended periods seated at a computer. Occasional travel with overnight stay.

REMARKS: The successful applicant must be fluent in both spoken and written English and Spanish.

HOW TO APPLY: Please submit your application and materials online no later than 6:00 p.m. CST/5:00 p.m. MST on Friday, May 24, 2024.