March 23, 2015

Dear Colleagues:

We are seeking a park historian to work in the special use parks of Precinct 3 in Harris County. This is a great opportunity for someone who would like to interpret and teach Texas and local history to a general audience. The facilities include Cypress Top Historic Park in Cypress, TX and Kleb Woods Historic Farm in Tomball. These parks have thousands of artifacts and original papers. Curator and display responsibilities are also part of this job. Some research and writing will also be part of the duties. Graduates in History, Archeology, Archives or Museum Studies would be appropriate as long as they have a passion for history interpretation.

While the pay is slightly less than some school districts are offering teachers, the opportunity to work full time as a historian is rare and the benefits are good. Teaching history without the confines of mandated test curriculums is a rare opportunity today. It can be a great learning experience and entry into a career as a historian.

A successful candidate will be out-going, well groomed, and have good writing and speaking skills. They must be highly adaptable to audiences of all ages and interests as well as flexible in job assignments. They must have the ability to work on several projects simultaneously.

Please pass this along to your best and brightest history students who would like to pursue a career in the field. I would like to fill this position quickly and any graduate with a BA or higher degree could be a good fit, depending on interest and background.

Fred Collins

Director,

Kleb Woods Nature Center and Historic Farm

Cypress Top Historic Park

<http://www.pct3.hctx.net/>

Steve Radack, Commissioner

Precinct 3 Harris County

Please see the job announcement on the following page.

Inquiries should be sent to fred\_collins@hctx.net

Candidates should email Fred Collins and include a Resume and or CV.

**Park Historian, Parks Department**

**Harris County Precinct 3**

**Steve Radack Commissioner**

**GENERAL POSITION DESCRIPTION:** Under the direction of the Park Manager this position is responsible for interpretation and preservation of Precinct 3 Parks as assigned. This position assists with daily operations, maintenance, repair, cultural/natural resource interpretation, presentation of outreach and educational programs, and routine customer service. Duties include house keeping, minor repair and maintenance of buildings and grounds, especially as it applies to display and interpretive areas. Assists with visitor registration. Conducts tours, programs, and assists with development of exhibits and interpretive programming. Provides direction to volunteers, interns, and alternative workforce. Performs additional duties as assigned. Complies with all Agency, Division, and Branch rules, regulations, and procedures.

**WORKING CONDITIONS:**  (1) Public-use facility open seven days per week; (2) Required to work hours other than 8:00 a.m. to 5:00 p.m., with days off other than Saturday, Sunday, and holidays; (3) Required to work flexible schedules as needed; (4) Required to perform duties outdoors and work in all types of weather as well as in non-climate controlled buildings; (5) Non-smoking environment in County buildings and vehicles; (6) Required to adjust to changing schedules.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from an accredited college or university with a bachelor’s degree. **Preferred Education:** Graduation from an accredited college or university with a bachelor’s degree in Museum Studies, Archive Studies, History, Cultural Resource Conservation, Anthropology, Archeology or closely related field. Knowledge of American and Texas History as well as the German language is a plus.

**Experience:** Some experience with education as a student teacher or interpretation as a summer intern or volunteer in a museum, nature center, park, historic site or similar institution

**Preferred Experience:** (1) Two years’ experience in interpreting or conducting education programs.

**License/Certifications:** Must possess or be able to obtain, within thirty days of employment, a valid class “C” Texas driver’s license.  **NOTE:** Retention of position is contingent on obtaining and maintaining required license.

**SELECTION CRITERIA:**

**Knowledge, Skills and Abilities:** (1) Knowledge of English, spelling, math, and writing skills; (2) Knowledge of natural and cultural resource management and conservation principles; (3) Knowledge of interpretation/education programs and techniques such as living history, exhibit developement, and special events; (4) Knowledge to develop, implement, manage, publicize, and evaluate related interpretive programs; (5) Knowledge to properly maintain artifacts and historic property; (6) Skill in effective verbal and written communication with public, co-workers, and volunteers; (7) Skill in using a personal computer in a “Windows based” environment to include Microsoft Word, Excel and Power Point. Familiarity with Photoshop a plus. (8) Skill in developing and presenting accurate and creative guided tours, educational, and interpretive programs to audiences of all ages; (9) Skill to assist with various park duties such as mainteance, administration, or customer sevice duties on an as-needed basis; (10) Highly skilled in the area of customer service and the ability to survey customers for program quality; (11) Ability to perform manual labor, including lifting of supplies and materials, in accordance with agency safety program, work rules, and resource conservation principles; (12) Skill to operate hand tools, power tools, chainsaws, and various other equipment; (13) Ability to handle complaints, emergencies, and a high volume of people; (14) Ability to make sound, independent judgements without continual supervision; (15) Ability to coordinate the work of others, work with distractions, and handle multiple tasks effectively; (16) Ability to work well with diverse groups and age ranges; (17) Ability to work on multiple tasks as part of a flexible team with changing priorities; (18) Ability to work with others as a team and promote professionalism in the workplace.

**Additional Requirements:** (1) Resume and professional references are accepted, but will not serve in lieu of a completed Precinct 3 Harris County Application for Employment; (2) A photocopy of your college transcript(s) from an accredited institution must be submitted with application. If hired, you will have to supply a certified copy of your transcript.