Organizational Overview:
The Bullock Texas State History Museum is a dynamic institution that engages visitors in Texas history and culture through a variety of exhibitions, films, and programs. The Bullock Museum is the state’s official history museum and is a part of the State Preservation Board (SPB), a prestigious state agency that maintains the State Capitol, the Texas Governor's Mansion, Texas State Cemetery, and other Texas landmarks for the benefit of all Texans. For more information, visit www.thestoryoftexas.com.

The Bullock Museum’s website, TheStoryofTexas.com, re-launched in October 2013, and has since served as a platform for diverse projects that facilitate on-site and virtual visitor experiences. These projects have received multiple national and state awards, including top honors from the American Alliance of Museums and the Texas Association of Museums. The Texas Story Project, an online community that collects stories from throughout the state, is one key project that is designed to connect stories from website and Museum visitors with artifacts, exhibitions, and programs. The website and digital projects such as the Texas Story Project allow the Bullock Museum to reach 254 Texas counties and 1,784 communities throughout Texas.

The Web and Digital Media Department supports the Museum’s website and digital programs, and develops new projects to expand and engage Bullock Museum audiences. Using online tools and digital and interactive media—developed both in house and with contractors—the Department uses technology to enhance the Museum’s website, permanent galleries, special exhibitions, and programming.

Position Summary:
Reporting to the Museum’s Director of Web and Digital Media, the Senior Digital Project Manager joins the Web and Digital Media Department to develop and support new and existing projects through project management, research, and content development. Helping the Bullock Museum enter its next chapter of award-winning innovation, the Senior Digital Project Manager oversees strategy, standards, and procedures for digital editorial projects, writes grants and proposals, grows user-generated projects, and evaluates and reports on website and digital media initiatives. The position works closely with all Museum departments—including Exhibitions, Education, Marketing, Membership, and Visitor Services—using excellent communication skills, sound judgment, and ensuring that digital content, including the website and affiliate digital projects, is accurate, engaging, and presented to visitors using the latest practices. *Must be able to work with museum's 360 day-per-year schedule and may include weekends, evenings and/or holidays, including on short notice.

ESSENTIAL JOB DUTIES: For purposes of the agency's job descriptions, "essential job duties" are defined as assigned tasks that are critical or fundamental to the position and not marginal. If an individual is qualified to perform the essential job duties, he or she must be able to perform the essential job duties with or without reasonable accommodation.

- Maximizes visibility of and participation in Museum technologies, user-generated projects, digital media programs, and the website, continually seeking to broaden and expand audiences statewide, and connect digital and onsite visitors.
- Explores and creates new web and digital media approaches to communicate the importance and relevance of the Bullock Museum and Texas history.
• Generates content, media, and other resources that more deeply engage target audiences—the general public, Museum visitors, and Members—and researches and understands the needs and interests of these primary audiences to ensure digital programs are innovative and relevant.
• Researches grant and award opportunities, writes proposals, routes for review, submits, monitors, and reports grant and award statuses.
• Writes original text for the website and other digital projects, and adapts existing online and digital project text—artifact labels, film and program descriptions, descriptions of exhibitions, other historical content—to make it relevant and interesting for an online audience.
• Works with the website’s content management system (CMS) using appropriate technical and search engine optimization standards.
• Communicates with users who submit content online to connect their content with expert information created by Museum staff, with careful attention to preserve users’ voices and points of view.
• Serves as Project Manager for the Department, monitoring project contractors and interns, as well as the Department’s budgets, schedules, calendars, and resources.
• Uses project management software and collaboration tools to track projects from initiation through closeout. Provides routine status updates to management and requestors during the course of all projects.
• Makes recommendations to streamline Web and Digital Media Department operations, visitor interactions with online media, outreach, programming, and digital projects.
• Displays sound judgment and effective interpersonal skills; communicating plainly on complex Web and Digital Media projects.
• Complies with all applicable safety rules, regulations, and standards ensuring individual and workplace safety.
• Adheres to all agency policies and procedures.
• Regular attendance is an essential job duty for all SPB positions.
• Performs all duties in a manner that promotes public confidence in the SPB and its staff.
• Performs all other duties as assigned.

MINIMUM QUALIFICATIONS: Successful candidate will have a Bachelor’s degree in Education, Museum Studies, History, English, Communications, Journalism, Humanities, Arts Management, or related field. This position requires candidates to have five or more years of professional work experience with content development and/or technology project management. Experience must demonstrate: leadership in overseeing a project from concept to completion, participating on a team, and establishing and meeting goals and deadlines. Candidate must have held previous positions that demonstrate the use of web-based technologies—proficiency with Photoshop, experience working with a CMS, and familiarity with HTML—and an awareness of current technologies, theories, and trends. Must demonstrate outstanding written communication and editorial skills, and possess strong project management skills and the ability to manage numerous details simultaneously.

PREFERRED QUALIFICATIONS: Ideal applicant will have a Master’s degree in a related field, will have successfully secured grant funding for another organization, and will possess more than five years of experience working in cultural arts and managing highly complex technology programs and/or robust digital content development projects from the ground up. Project Management Professional (PMP) certification is a plus.

APPLICATION INSTRUCTIONS:
If you meet the qualifications, submit a State of Texas application, resume, and cover letter to the State Preservation Board (SPB): 201 E. 14th Street, Suite 950, Austin, Texas, 78701, Fax (512) 463-3372, or Email TSPB.Employment@tspb.state.tx.us. All resumes must be accompanied by a fully completed state application. Incomplete applications may be disqualified at the agency's discretion.

All applications must be received by the SPB by the close of business on the final day posted for consideration. All applicants are also invited to visit our agency’s website at: http://www.tspb.texas.gov/. For additional information call (512) 463-5495. Only candidates selected for an interview will be contacted and receive notice of the final results of the selection process.

VETERANS:
Military Occupational Specialty Codes (MOS): 46R Public Affairs Broadcast Spec; MC Mass Comm Spec; 340 Public Affairs Spec; 4341 Mass Communicator; 3N0X2 Broadcast Journalist

Veterans with other related MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

State Classification, Class Code & Group: Information Specialist III (1832), B-19
EEO Statement:
The State Preservation Board is an equal opportunity employer and welcomes all qualified applicants without regard to national origin, race, color, religion, age, sex, sexual orientation, disability, or Veteran status. In compliance with the Americans with Disabilities Act (ADAAA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (512) 475-4992.

Selection Information:
At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire. The State Preservation Board uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.