

The University of Texas at San Antonio

Job Description

Job Title: Interpretive Manager
Code: 18090
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Institute of Texan Cultures
Reports To: Director, Education and Interpretation

Summary

- Function: Responsible for the development and delivery of interpretive programming, including tours and materials.
- Scope: Supervises the work of paid and volunteer interpreters and docents.

Duties

- Typical:
 1. Conceptualizes, plans, develops, and evaluates interpretive programming, including interpretive materials and tours.
 2. Applies best practices to program development and delivery and strives to discover and apply new strategies and techniques to keep interpretive experiences fresh and exciting.
 3. Participates in planning, designing, coordinating, developing, and writing implementing and evaluating interpretive plans for long-term and rotating exhibits.
 4. Collaborates with other departments within the organization and with community organizations to produce scheduled events, programs, and projects.
 5. Develops and manages program budgets, ensuring program accounts remain within budget.
 6. Monitors presentations and programs, evaluates and critiques these activities and recommends individual or program improvement.
- Periodic:
 1. Evaluates interpretive training programs.
 2. Other duties as assigned.

Education

Required	Preferred
Bachelor's degree in History, Anthropology, Archaeology, Museum Studies, Communications, Theatre, or Education with course work in directly related fields.	Master's degree in History, Anthropology, Archaeology, Museum Studies, Communications, Theatre, or Education with course work in directly related fields.

Other Requirements

Required	Preferred
Ability to work successfully in a team environment with a diverse group of staff and volunteers.	N/A
Ability to supervise and evaluate.	

Experience

Required	Preferred
2 years of experience in interpretive programming or an interpretive setting such as a museum, interpretive center, historic site, or similar facility.	N/A
2 years of experience supervising a department or program composed of both volunteer and paid staff.	
Demonstrated knowledge of interpretive planning.	
Demonstrated organizational, communication, customer service, and presentation skills.	
Working knowledge and comprehension of public relations skills and techniques.	
Proficient knowledge of the equipment, facilities, operation, and techniques used in a museum.	

Equipment

Required	Possible
Standard office equipment and personal computer.	N/A

Working Conditions

Usual	Special
Normal working conditions with weekend and holiday work required.	Some evening work may be required.

Supervision

Received	Given
Direct supervision from Director of Education and Interpretation.	Close supervision of assigned staff and volunteers.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.