**Presidio La Bahia Historical Interpreter**

<table>
<thead>
<tr>
<th>LOCATION:</th>
<th>Presidio La Bahia</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Presidio La Bahia</td>
</tr>
<tr>
<td>STATUS:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>SALARY:</td>
<td>Commensurate with Experience</td>
</tr>
<tr>
<td>CLEARANCES:</td>
<td>Background, Fingerprint, &amp; Driving</td>
</tr>
<tr>
<td>FULL OR PART TIME:</td>
<td>Part Time, without benefits</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Director of Presidio La Bahia</td>
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**POSITION SUMMARY**

The Presidio La Bahia Historical Interpreter is responsible for the development and implementation of interpretive programming at the Presidio La Bahia. Educational interpretive programming is essential to the overall experience of visitors to Presidio La Bahia. The Historical Interpreter develops programming, leads tours, and assists the Director of Presidio La Bahia with maintenance of collections and exhibits.

I. **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Represent and conduct the goals and mission of the Roman Catholic Church while performing their job responsibilities.
- Researches, develops and implements interpretive programming.
- Leads tours during Presidio La Bahia’s regular business hours.
- Assists when needed, with school tours.
- Assists with the maintenance and cataloging of collections.
- Assists with the maintenance of and ensures that museum exhibits are factual and up to date.
- Other duties as assigned by supervisor.

II. **COLLABORATIVE RELATIONSHIPS**

- Assists in maintaining regular communication with visitors, reenactors, living historians and related historic sites and organizations.

III. **WORKING CONDITIONS**

- The work will be carried out in a controlled, agreeable environment as generally represented by normal interpretive conditions. May be exposed to very hot, humid and possibly cold temperatures daily and/or weekly. Period clothing may be required according to the needs of the program.
IV. PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, lifting, reaching, bending, kneeling, crouching, and use hands and fingers to operate the building and historic equipment as necessary. The ability to stand and walk for prolonged amounts of time in the grounds area. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

V. MENTAL AND APTITUDE REQUIREMENTS
• The ability to hear and talk; strong writing skills, analytical, conceptual, problem-solving and decision-making skills; and handling multiple tasks within the confines of deadlines.
• Must have a “growth mindset” in lieu of “fixed mindset”:
  o “In a growth mindset, individuals have an underlying belief that their learning and intelligence can grow with time and experience. When people believe they can get smarter, they realize that their effort influences their success, so they put in extra time, leading to higher achievements. In a fixed mindset, individuals believe their qualities are fixed traits and therefore cannot change. These people document their intelligence and talents rather than working to develop and improve them. They also believe that talent alone leads to success, and effort is not required.”

VI. QUALIFICATIONS AND SKILLS
• Required High School Diploma or equivalent.
• Experience in historical interpretation preferred.
• Must be able to communicate in English (speak, read, and write).
• Must be at least 21 years of age or older to comply with the DOV Transportation Policy for operating vehicles, heavy equipment, etc.
• Must possess organizational skills and the ability to work well independently as well as part of a team.
• Must be self-motivated, able to work under pressure and able to work with a wide variety of individuals in multicultural settings.
• Demonstrate sensitivity to diverse cultures.
• Skilled in customer service and/or working with challenging personality types in demanding situations.
• Ability to meet deadlines and adapt to changing conditions while meeting the needs of the programming and visitors.
• Willingness to travel and work evenings and weekends when necessary.
• Must have adequate, available and reliable transportation.
• Annually, employees must provide a copy of their valid driver’s license and proof of personal automobile insurance with adequate coverages as required by the DOV Transportation Policy.
• Must adhere to DOV employee handbook of personnel policies.
VII. HOW TO APPLY AND SUBMISSION DEADLINE

1) Completion of the following items is required for consideration:
   • Diocese of Victoria Employment Application
     • [https://www.victoriadiocese.org/current-job-postings](https://www.victoriadiocese.org/current-job-postings)
   • Résumé, with three (3) professional references and contact information

2) Submission deadline of required documents is:
   • Friday, July 30th, or until the position is filled with the appropriate candidate

3) Submit the completed documents to:
   • Melissa Salinas, Diocesan Director of Human Resources by:
     • Email: msalinas@victoriadiocese.org; OR
     • Mail: P.O. Box 4070, Victoria, TX 77903-4070; OR
     • In-Person: 1505 E. Mesquite Lane, Victoria, TX 77901

4) For Questions, contact:
   • Melissa Salinas, Diocesan Director of Human Resources
     • Email: msalinas@victoriadiocese.org; OR
     • Phone: (361) 827-7177

Note:  This description is intended to indicate the kinds of tasks and levels of difficulty that will be required by this position. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. Applicant must clear Texas Background Check, National Background Check, Fingerprint Check and Driving Check in order to be considered for position.