State Preservation Board (SPB)
Job Posting 2027-014

Curator II

Primary Location: 1800 Congress Ave, Austin TX 78701
Full-time Position: 40 hours per week, Monday-Friday 8am-5pm
Job Class (Code): Curator II (7468)
Salary Group: B-18
Hiring Rate: $4,600.00 - $4,750.00 monthly
Job Posting Date: October 19, 2026 – until filled

Complete the SPB online application form https://TXSPB.formstack.com/forms/tx_state_app_new

Organizational Overview:
The Bullock Texas State History Museum immerses visitors in Texas history and culture through a variety of exhibitions, films, and events serving over 500,000 visitors a year on-site and on-line. A dynamic educational institution accredited by the American Alliance of Museums, the Bullock Museum is a division of the Texas State Preservation Board (TSPB). For additional information about TSPB and the Bullock Museum please see: www.tspb.texas.gov and www.thestoryoftexas.com.

Benefits:
Medical, dental, vision and other insurances, a defined benefit pension and 401K retirement plans, flexible spending and dependent care accounts options, paid parental leave, free parking and free Museum membership along with a North American Reciprocal Museum (NARM) Association membership, discounts in the Museum store and café, and access to the Museum's American Alliance of Museums membership. Telework up to two days per week (with approval after six months of employment). To find out more information about State of Texas Employee benefits visit the Employees Retirement System website.

Position Summary:
The Curator II performs moderately complex (journey-level) curatorial work. This position works under general supervision, with moderate latitude for the use of initiative and independent judgment. An integral member of Interpretation and cross-departmental planning teams, the Curator is responsible for identifying, locating, researching, and writing/speaking about artifacts for long-term galleries, web and print content, and special exhibitions that result in exceptional exhibitions highlighting the complexity of the Story of Texas. Reporting to the Senior Curator, they are responsible for researching assigned exhibition themes/concepts and artifacts, including photographs, works of art, documents, and A/V archival media obtained through loans and license agreements, as the Bullock Museum does not hold its own artifact collections. Critical to success in building lending relationships is the Curator's ability to engage in a genuine and respectful manner with potential lenders. A diplomatic people-person, the Curator strengthens current relationships and builds new collaborations on behalf of the Bullock. The Curator works to build relationships in Texas that assist the Museum in sharing underrepresented and untold histories. Understanding that artifacts are at the heart of the Museum's exhibitions, the Curator's research may require travel, making in-person visits to archives, museums, and private collections. They lead exhibition project teams, maintaining a schedule of milestones including web and print deadlines and installation and deinstallation target dates, coordinating with the schedules of various Museum departments and consultants and advisors when needed. Critical to success is the Curator's ability to effectively manage multiple assignments working both independently and collaboratively using initiative and best judgement. The Curator interacts with all Bullock Museum divisions and with the public in a professional manner that fosters a pleasant and creative working environment and positive experience for all visitors using the Museum's mission and core values as their guide.

Must be able to work with agency's 365 day-per-year schedule and may include weekends, evenings and holidays, including working on short notice.

Essential Job Duties:
For purposes of this 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, the individual must be able to perform the essential job duties with or without reasonable accommodation.

- Develops relevant, historically accurate, and innovative interpretive concepts, researches artifacts, and writes content for label copy, website, social media posts, and assists with marketing copy for exhibitions that reflect the Museum's mission as an engaging, educational experience for visitors.
- Identifies significant and interesting artifacts for exhibitions. Researches the provenance and authenticity of artifacts to ensure accuracy in all interpretations. Uses sound judgement in the selection of artifacts considering cultural property and cultural sensitivity, especially regarding Indigenous history of the artifacts and the cultures they represent. Conducts appropriate consultations with communities when warranted.
- Uses audience-based interpretative writing methodologies that accurately illuminate the artifacts and lead to the most engaging and meaningful visitor experiences. Utilizes the internally-established museum voice in all label and web copy to teach and engage audiences of varied ages, identities, and backgrounds.
- Actively participates in team planning, advocating for and applying research methodologies and knowledge of the museum, historical events, and the most contemporary practices in the field to develop new, exciting, and relevant exhibitions.
- When necessary, facilitates the exhibition team permanent gallery content meetings for interpretive/artifact changes.
- Continues existing positive relationships with lenders and develops new lender relationships, while maintaining a high level of lender trust and confidence in the Museum's stewardship of artifacts. Develops a global circle of lenders that include state agencies, institutions, and individuals. Works to build relationships that assist the Museum in sharing underrepresented and untold histories.
- Builds relationships with content specialists, historians, advisors and curators, cultivating new contacts and maintaining collaborations with existing partners with an emphasis on a broad spectrum of historical perspectives.
- Recommends projects and programs that keep lenders and partners connected and informed of Museum activities, ensuring concepts, artifacts, and text reflects the Museum's mission.
- Works collaboratively with Registrars and the Project Manager on setting achievable schedules, tracking loans, including artifact pick ups and returns. If needed, travels to assist with pick ups and deliveries. Tracks relevant project schedules, including deadlines and milestones with stakeholders, and participates in short-term planning, keeping supervisor informed of developments.
- Keeps up to date with research, publications, exhibitions, lectures on topics related to the work the curator does, including but not limited to Texas history, history, public history, archeology, art history, museum field trends and innovations.
- May represent the Museum in press interviews, conferences, and virtual presentations.
- Demonstrates effective time-management skills, handling competing demands, demonstrating resourcefulness and timely resolution of issues to meet project milestones.
- May oversee and evaluate the work of graduate research fellows and interns.
- Actively participates in Museum departmental meetings.
- Participates on selection committee for Special Exhibition galleries.
- Demonstrates knowledge of the Museum's mission, programs, exhibitions and audiences.
- Performs all duties in a manner that promotes public confidence in the SPB and its staff.
- Attends work regularly and observes approved work hours in accordance with agency leave and attendance policies.
- Perform other duties as assigned.

Required Education & Experience:

- Master’s degree in history, archaeology, anthropology, art history, museum studies, public history, or related humanities field. *Substitution* - four (4) years related experience in exhibition planning/development, curatorial research, or educational programming may substitute for the degree requirement.
- Minimum two (2) years of professional experience in exhibition planning/development, curatorial research, or educational programming.
- A valid driver's license with clean driving record.
- Must be a skilled primary-source researcher, reflected in work experience.

Preferred Education & Experience

- Fluency in reading, writing, and speaking Spanish.
- Demonstrated work or education in Texas State, American, and Spanish Colonial history, with a proven ability to research, interpret, or communicate complex historical narratives to diverse audiences
- Previous work demonstrates experience with underrepresented communities and shows sensitivity in work with Indigenous peoples.

- Experienced in handling press inquiries and presenting project narratives clearly.

Knowledge, Skills and Abilities

- Solid understanding and knowledge of museum, exhibits and collections techniques, methods and practices.
- Ability to research and abstract information: draw sound conclusions; communicate verbally and in writing in English regarding moderately complex historical information.
- Skill in using a computer to perform research, prepare correspondence, perform data entry, extract and report accurate information; ability to make public presentations.
- Ability to absorb information fast, be open to learning new topics, and able to perform a comprehensive analysis of complex historical concepts; with excellent writing and verbal skills.
- Ability to write clearly and concisely for a non-academic audience.
- Ability to perform manually repetitive tasks including using a computer keyboard, telephone, touch tone dial pad, and other office equipment. Visual and manual dexterity and accuracy are required.
- Ability to reach, stretch, sort, safely lift up to 40 pounds, push, pull and climb to locate, retrieve, store, extract and/or transport artifacts and collections.
- Works in a highly visible and demanding environment with multiple competing priorities which require the ability to efficiently and independently prioritize the workload, multi-task and ensure tangible outcomes working collaboratively with senior management representatives.

There may be additional mental and physical demands not included in this summary descriptive.

To Apply:

Complete the SPB online application form https://TXSPB.formstack.com/forms/tx_state_app_new (works with cellphones, tablets and computers) or submit a State of Texas application through WorkInTexas.com.

Submitting a cover letter along with application is encouraged. If applicant is chosen for an interview, a research and writing assignment may be given.

For additional information or to see a list of all current SPB job postings, visit our agency employment webpage tspb.texas.gov/spb/employ. For questions, email SPB HR at TSPB.Employment@tspb.texas.gov or call (512) 463-5495.

Veterans: Military Occupational Specialty Codes (MOS): **Army/Navy/Coast Guard/Marines/Space Force:** No Military Equivalent**; Air Force:** 3H0X1 Historian

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. Use your military skills to qualify for this position or other jobs. Go to texasskillstowork.com to translate your military work experience and training into civilian job terms, qualifications and skill sets or for additional Military Crosswalk information go to hr.sao.texas.gov/CompensationSystem/JobDescriptions.

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 (ADA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (512) 463-3633.

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 are required to register with the Selective Service and 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.