



Vacancy Announcement – National History Day in Kentucky State Coordinator

Do you have a passion for Kentucky history? Do you enjoy planning events and working with student groups and teachers? This may be the job for you!

KHS is seeking a **National History Day in Kentucky State (NHDK) Coordinator**. The NHDK Coordinator works with student groups and educators to provide a high quality educational experience that promotes an understanding and appreciation for the use of Kentucky history. The position is responsible for planning 7 regional NHDKy contests which includes, but is not limited to, managing the registration system, organizing site logistics, working with vendors, recruiting & scheduling judges, scheduling students. The NHDK Coordinator also serves as the Kentucky Junior Historical Society Coordinator.

The NHDK Coordinator will also work in the best interest of the Kentucky Historical Society (KHS) and its mission, as well as work to help their colleagues throughout the organization succeed.

Minimum Requirements:

A bachelor's degree in history, education, or a related field AND 3 years professional experience in a museum, history center, school or other history-related institution, preferably working with students and/or teachers in an educational setting, along with experience planning and facilitating programs and events is required.

Basic internet, word processing, database management, spreadsheets and email competency is required. Basic knowledge of, or interest in, Kentucky history and new educational trends is a plus. Must be detail oriented; must be a problem-solver; must be able to manage multiple projects at once & complete them in a timely manner. Must be able to communicate effectively with a variety of audiences including teachers, students, parents, staff, volunteers and vendors. Must have a personable nature and have a high degree of comfort speaking in front of large audiences.

This position has a Monday-Friday schedule; but, must be able to work some weekends, evenings and occasionally travel. Must have a valid driver's license. Must be able to lift materials up to 50 lbs; must be able to stand for long periods of time.

The Kentucky Historical Society (KHS) is a state agency and membership organization that is fully accredited by the American Alliance of Museums. The KHS mission is to educate and engage the public through Kentucky's history in order to confront the challenges of the future.

Salary is \$33,644.64. This is a full-time position based in Frankfort, Kentucky's capital city. Benefits include paid health and life insurance, vacation and sick leave, holiday pay, state retirement, and optional deferred compensation plan. To apply, email cover letter and resume to khs.hr@ky.gov. No phone calls please. **Application deadline is December 15, 2018.** Equal Opportunity Employer M/F/D