



CAREER OPPORTUNITY

Museum Programs Manager for the Kentucky Military History Museum

The Kentucky Historical Society (KHS) Museum Programs Team seeks an outgoing and collaborative colleague to join us in helping visitors engage with Kentucky's history at the Kentucky Military History Museum. The Museum Programs Manager will join a creative and energetic team, where they will be given the opportunity to interact with visitors of all ages and deliver educational content in an exciting way.

Visitors travel from all over to visit the Kentucky Military History Museum, housed in the State Arsenal (c.1850). The Museum Programs Manager will be responsible for providing high-quality educational opportunities that focus on KHS' collection of military treasures and commemorate the stories of Kentuckians' military service from the War of 1812 to today. The Manager will find innovative ways for visitors to discover the role Kentucky history plays in defining duty, honor, and self-service.

They will work with members of the Learning Team to offer a learner-driven, inquiry-based approach to museum experiences that ignites the public's curiosity, builds critical thinking and problem-solving skills, and encourages active citizenship. They will be good stewards of one of KHS' most prominent artifacts through the care and preservation of the State Arsenal. This is a team-oriented position that will collaborate with additional program staff and volunteers.

When done successfully, the work of the Museum Programs Manager provides a positive and informative experience for our visitors, wanting them to come back for more.

To learn more about this position and the Kentucky Historical Society, please visit: <https://history.ky.gov/about-the-kentucky-historical-society/>

Key Responsibilities:

- Empower visitors to understand how the people, places, and events in Kentucky's past have influenced our lives today through tours, museum experiences, outreach, and special events
- Oversee field trip programs that teach students about past wars to further their understanding of cause and effect in relation to conflict, as well as following the best practices in Social Studies education and compliance with the Kentucky Academic Standards for Social Studies
- Serve as a conduit across the state to elevate the Kentucky Military History Museum as a resource to learn about the stories of Kentucky veterans through their experience of war and military service
- Manage the day-to-day logistics for visitors, program evaluations, site communications with facilities, schedules, budgets, logistics, purchasing, and other deliverables



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Qualifications:

- **Education:** Bachelor's degree; Master's degree preferred.
- **Experience:** Three (3) years of professional experience in a museum, school, community center, or other history-related institution. Minimum one (1) year in a supervisory position.
- **Preferred:** Knowledge of Kentucky history and new museum education trends.
- **Skills:** Basic internet, word processing, database management, spreadsheets, and email competency required.
- **Abilities:** Write and communicate effectively with a variety of audiences including teachers, students, parents, staff, volunteers, and vendors. Has high attention to detail with the ability to organize files and multiple projects at once and complete them in a timely manner. Has demonstrated success at relationship building in different communities and with diverse stakeholders with both existing partners and new ones. Professional customer service abilities.
- **Other Characteristics:** Personable nature and a high degree of comfort speaking in front of large audiences. Ability to work independently and collaboratively.
- Must have a valid driver's license.

Working Conditions:

- **Physical Demands:** Must be able to remain stationary (sitting or standing) for long periods. This position will travel between the KHS campus' three separate museums—Kentucky Military History Museum, Old State Capitol, and the Kentucky History Center all located in downtown Frankfort.
- **Work Schedule:** The position works on a regular Tuesday-to-Saturday schedule, 37.5 hours per week, but must be willing to work some Mondays, evenings, and holidays as well as occasional travel to help support the mission, programs, and special events of the Kentucky Historical Society.
- **Location:** The primary office for this position will be located at the Kentucky Military History Museum at the State Arsenal, 125 East Main Street, Frankfort, Kentucky. The Society's headquarters are located in the Kentucky History Center, 100 West Broadway Street, also in downtown Frankfort, Kentucky.
- **Probational Period:** This job has an initial probationary period of six (6) months

This is a full-time position located in Frankfort, KY that reports to the Museum Programs Administrator. This is an unclassified (non-merit) position pursuant to KRS 18A.115(1)(u). The annual salary for this position is \$37,008.72 – 38,859.16. Benefits include health and life insurance, optional dental and vision insurance, vacation and sick leave, holiday pay, retirement, and optional deferred compensation plans.

Interested applicants should submit a cover letter and current resume via email to khshr@ky.gov. No telephone calls accepted. **The deadline for submissions is Monday, August 15, 2022.** Late and incomplete applications will not be considered.



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