



CAREER OPPORTUNITY

KHS Museum Programs Manager for the Old State Capitol

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 Old State Capitol. 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 Old State Capitol building (c. 1830-1910), a National Historic Landmark. The Museum Programs Manager will be responsible for providing high-quality educational opportunities through the lens of civics education as well as a variety of themes from Greek Revival architecture to debating the politics within Antebellum Kentucky. The Manager will find innovative ways for visitors to discover the role civic participation and the practice of democratic principles plays in Kentucky history.

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 Kentucky's historic capitol building. This is a team-oriented position that will supervise 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 the Kentucky Historical Society, please visit <https://history.ky.gov/about>

KEY RESPONSIBILITIES: Interpret and investigate the stories surrounding the events that took place at and were influenced by the Old State Capitol through tours, museum experiences, outreach, and special events

- Oversee field trip programs that give students the opportunity to look at the past to further their understanding of the democratic process, 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 Old State Capitol as a resource to interpret civics
- Manage the day-to-day logistics for visitors, program evaluations, site communications with facilities, schedules, budgets, logistics, purchasing, and other deliverables

QUALIFICATIONS:

- Education: Bachelor's degree; Master's degree preferred in history, public history, education, or related field.
- 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.



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- **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.
- **Professional Certification:** See education qualifications, no additional certifications are required.
- Must have a valid driver's license.

WORKING CONDITIONS:

- **Physical Demands:** Must be able to remain stationary (sitting or standing) for long periods. Will travel between KHS's three museum campus – Old State Capitol, Kentucky History Center, and Kentucky Military History Museum, all located in downtown Frankfort within .25 miles.
- **Work Schedule:** The position works on a regular Tuesday-to-Saturday schedule but must be willing to work some Mondays, evenings, or holidays and occasionally travel to help support the mission, programs, and special events of the Kentucky Historical Society.
- **Location:** The primary office for this position will be housed in the Old State Capitol, 300 West Broadway Street with the Society's headquarters located in the Kentucky History Center, 100 West Broadway Street, both located in downtown Frankfort.
- **Direct Reports:** One Museum Programs Coordinator
- **Probational Period:** This job has an initial probationary period of six (6) months.

For the complete position description, please visit: <https://history.ky.gov/about/careers>

This is a full-time position located in downtown Frankfort, Kentucky, 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 – \$38,859. 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.

KHS is an agency of the Tourism, Arts and Heritage Cabinet of the Commonwealth of Kentucky. KHS does not discriminate based on race, color, religion, sex, national origin, sexual orientation or gender identity, ancestry, age, disability, political affiliation, genetic information, or veteran status in accordance with state and federal laws.