

LOCUST GROVE
561 Blankenbaker Lane
Louisville, KY 40207
www.locustgrove.org

Position Title: Program Director

Full-time salaried position, exempt

Posted on Jan. 30, 2023

ORGANIZATION DESCRIPTION:

Locust Grove is a 1790s historic site and museum set on fifty-five acres in Louisville's east end. It is a National Historic Landmark and an AAM-accredited museum, and was preserved as the final home of Revolutionary War General George Rogers Clark, Louisville's founder. The site tells the story of all of the people who lived and worked here, including a large enslaved community, in the early years of the nation, through tours, programs, exhibits, demonstrations, online materials, and publications.

POSITION PURPOSE AND OBJECTIVES:

The Program Director develops, plans, manages, promotes, and oversees programs for diverse audiences to support the interpretive story and financial stability of Locust Grove, on a team with other staff, volunteers, and the Board of Directors. This position supports visitor engagement so that site visitors always have a meaningful experience.

A work week consists of 35 hours. This position will require some weekend and evening work; hours are flexible and compensatory time is offered. Some work-at-home time can be scheduled, but most of the work will be on site.

MINIMUM QUALIFICATIONS:

- Bachelor's degree required, preferably in History, Museum Studies, or Event Planning
- Three to five years of museum and/or event planning and management experience
- Must possess current computer and business skills
- Must have valid drivers' license and means of transportation

SKILLS AND COMPETENCIES REQUIRED:

- Creative, organized, energetic, works well on a team, flexible, trustworthy
- Ability to manage all parts of a complex event
- Ability to think strategically
- Ability to work effectively with volunteers and community members
- Excellent verbal and written communications skills

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The Program Director will be responsible for developing and implementing the program initiatives of Locust Grove, from weekend festival events to social and fundraising events, performances, workshops, and concerts.

- Plan and implement major public events: Gardeners Fair, Antiques Market, Book Sale, and other programs (a detailed list will be developed as new initiatives are implemented)

- Support and work with interpretive and mission-based events managed by other staff
- Create new partnerships and expand existing partnerships for collaborative programming with community groups and other organizations
- Program new events and adapt existing events for the new Pavilion area and other site resources
- Participate in developing and managing budgets for programs
- Keep accurate financial records and reports to submit to Business Manager
- Schedule and supervise volunteers in special event programming
- Coordinate facility set up for programming with maintenance personnel
- Implement new strategies for reaching selected audiences
- Work with Metro Parks and state and local tourism and hospitality partners to promote HLG and include HLG in wider initiatives
- Initiate outreach to underserved audiences and other community groups
- Provide backup for desk staff, tours, and other routine site needs when necessary
- NOTE: this position does NOT manage rental events for outside groups such as weddings

Staff members are cross-trained in all aspects of the daily operations of the site, including giving tours, using the POS system, and site security, and may be called upon from time to time to perform tasks that are outside of the specific position job description when site needs require it.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position: the employee is regularly required to use hands, to talk and hear, and required to stand and walk. The employee must occasionally lift and/or move 25 pounds. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities, or requirements.

SALARY RANGE: \$39,000-\$43,000 to start with periodic review. Health insurance, vacation and sick leave, SimpleIRA, and other benefits provided. Probationary period of 90 days; benefits begin after probationary period. Subject to terms & conditions in HLG Employee Handbook.

TO APPLY: send a letter of interest with a resumé or CV and any relevant work samples (program descriptions, web-based content, marketing materials, or similar) to Carol Ely, Executive Director, at ely@locustgrove.org as soon as possible. Applications considered on a rolling basis until the position is filled.