



VACANCY ANNOUNCEMENT

Teacher Resources Manager

DESCRIPTION:

The Kentucky Historical Society (KHS) Learning Team seeks a dynamic and highly collaborative colleague to connect Kentucky's teachers to the diverse history of the Commonwealth. The Teacher Resources Manager provides high-quality educational programming to educators throughout Kentucky by presenting content-rich resources and professional development sessions in multiple formats (in-person, virtual, and off-site) to help teachers address Kentucky Academic Standards. The Teacher Resources Manager also assists in an in-depth, project-based learning experience through the National History Day in Kentucky program.

Through a network of individuals, organizations, and history professionals, the Teacher Resources Manager encourages the use of history to build critical thinking, problem-solving, and participatory skills to become engaged citizens. They serve as a resource to Social Studies educators across the Commonwealth, offering professional and technical assistance to encourage innovation and the use of best practices in history education.

When done successfully, the work of the Teacher Resources Manager engages people through local history and brings attention to KHS programs and services.

KEY RESPONSIBILITIES:

- Build and maintain mutually beneficial relationships with Kentucky educators
- Manage programs delivered to the educator audience
- Administer KHS resources including schedules, budgets, logistics, purchasing, and other deliverables

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

MINIMUM REQUIREMENTS:

- **EDUCATION:** Bachelor's degree in education, history, or related field; Master's degree preferred.
- **EXPERIENCE, TRAINING, or SKILLS:** Three (3) years of professional experience in a museum, school, or other history-related institution, preferably developing and conducting educational programs for school audiences. Minimum one (1) in a supervisory position required; ability to communicate effectively with a variety of audiences; demonstrated success at relationship building in different communities and with diverse stakeholders. Personable nature and a high degree of comfort speaking in front of large audiences and experience facilitating workshops or similar training sessions; basic internet, word processing, database management, spreadsheets, and email competency; working knowledge of principles, initiatives, and standards influencing history education.
- **Substitute EDUCATION for EXPERIENCE:** Master's Degree in a related field will substitute for one year of the required experience.
- **SPECIAL REQUIREMENTS:** Must maintain a valid driver's license.



WORKING CONDITIONS:

- **PHYSICAL DEMANDS:** Must be able to remain in a stationary position, sitting or standing, for long periods. Will need to be able to travel between the Kentucky Historical Society's three-museum campus sites, all within a 0.25-mile radius in downtown Frankfort.
- **WORK SCHEDULE:** This is a full-time position with a work schedule of Monday-Friday, 37.5 hours per week. This position must be able to work occasional evening or weekend to help support the mission, programs, and special events of the Kentucky Historical Society.
- **LOCATION:** Incumbents working in this position perform duties in a museum office setting located at the Thomas D. Clark Center for Kentucky History in downtown Frankfort, Kentucky. In-state travel is required.
- **PROBATIONARY PERIOD:** This job has an initial probationary period of six (6) months.

SALARY AND BENEFITS:

This is an unclassified (non-merit) position pursuant to Kentucky Revised Statutes 18A.115(1)(u) within Kentucky state government. The annual salary for this position is \$38,066.16. Some of the benefits include:

- Health and life insurance with optional dental and vision insurance
- Vacation and sick leave (earned at the rate of one day each per month worked)
- Eleven and one-half day paid holidays each year
- 401(k) retirement plan
- Optional deferred compensation plans

HOW TO APPLY:

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 **Friday, March 29, 2024**. Late or incomplete applications will not be considered.

For questions about this job opportunity, please contact KHSHR@ky.gov.

ABOUT THE KENTUCKY HISTORICAL SOCIETY:

The Kentucky Historical Society (KHS), formed in 1836, is an agency in Kentucky's Tourism, Arts, and Heritage Cabinet. The KHS campus has three sites in historic downtown Frankfort: The Old State Capitol; the Kentucky Military History Museum; and the Thomas D. Clark Center for Kentucky History serving as KHS headquarters with a signature museum, exhibits, library, research facilities, object and archival collections, museum store, and more. KHS is a Smithsonian Affiliate and has full American Alliance of Museums accreditation.

The Kentucky Historical Society is an Equal Opportunity Employer M/F/D