



VACANCY ANNOUNCEMENT

KHS Oral Historian

The Kentucky Historical Society (KHS) is seeking an Oral Historian to join our Historical Resources Division. The Oral Historian will work to fulfill the mission of the Kentucky Historical Society and to help their colleagues throughout the organization succeed. The position promotes the oral history program at the Kentucky Historical Society and the initiatives of the Kentucky Oral History Commission.

The Oral Historian works with individuals, organizations, and history professionals to engage people through local and state history, connect with communities, and bring attention to KHS programs and services. The Oral Historian encourages the use of and access to oral history collections at the Kentucky Historical Society and across the Commonwealth.

The Oral Historian supports the administration of the Kentucky Oral History Commission (KOHC), the only commission of its kind in the United States dedicated to providing financial and technical assistance to oral history repositories, oral historians, and community scholars. The Oral Historian assists with the KOHC grant program and serves as a resource for individuals and organizations.

The Oral Historian supports the creation, preservation, and dissemination of oral history projects throughout Kentucky. The position establishes relationships with oral history practitioners and historical organizations across the Commonwealth, offering professional and technical assistance to encourage best practices in oral history creation and preservation. The ideal candidate brings professionalism, passion, curiosity, and positive problem-solving to the role.

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 American Alliance of Museums accreditation.

To learn more about the Kentucky Historical Society, please visit <https://history.ky.gov>.

Key responsibilities include:

- Lead the Kentucky Historical Society's oral history program through acquisition, preservation, and access
- Support the work of the Kentucky Oral History Commission and the twice-yearly KOHC grant program
- Promote and provide advice and training on the creation, preservation, and use of oral history for individuals and organizations across the Commonwealth



- Foster long-term relationships with community partners through existing and new community engagement programs.

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

Qualifications:

Education/Experience – Master’s degree in oral history, folklore or folk studies, public history, or humanity or social science field; Experience with interview-based methodology and fieldwork preferred. Two (2) years of experience working in community engagement and/or cultural documentation, specifically audio; knowledge of audio recording equipment and the standards and best practices in oral history; and experience facilitating workshops and other training.

Communication – Demonstrated facility in public speaking, writing, and communicating with multiple kinds of audiences. Excellent people and presentation skills. Ability to speak with diverse groups of people in both formal and informal settings.

Computer Skills – Advanced internet, word processing, database management, spreadsheets, and email use. Familiarity with audio/video editing software, Omeka, Aviary, Otter AI, and other online platforms preferred.

Special Requirements – Proficiency with commercial audio recording equipment, required. A demonstrated proficiency in content archival management systems and audio editing programs and digital audio workstations (DAWS), preferred.

Organization Skills – Must have strong organizational and administrative skills and the ability to work collegially with staff across the organization. Must be able to manage a project from concept to completion.

Work Environment:

- Must have strong organizational skills. Must be able to manage multiple projects from concept to completion with the highest attention to detail. Must be able to self-regulate work rate and complete multiple assigned tasks accurately and efficiently.
- Must be willing to occasionally travel to off-site programs/events and work some evenings and weekends.

Physical Demands

- Must be able to move audio equipment regularly that may weigh up to 40lbs.
- Must be able to remain stationary (sitting or standing) for long periods.
- Must possess a valid driver’s license.

Special Requirements

- Knowledge of Kentucky history is a plus. Experience working with diverse community organizations and volunteers.
- Adherence to professional codes of ethics, oral history best practices/standards, and involvement in field-related organizations.

This is a full-time position located in Frankfort, Ky., that reports to the Director of Historical Resources. This is an unclassified (non-merit) position pursuant to KRS 18A.115(1)(u). The annual salary for this position is \$38,140.08 with a 5% increase following the successful completion of a probationary period.



The regular work schedule is Monday through Friday with a 37.5-hour workweek, but the position may require occasional evening, weekend, or holiday hours as needed to support the programs and events of the Kentucky Historical Society. 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, February 24, 2025**. 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 is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal law.