



Employment Opportunity: Lead of Visitor Experience Blue Grass Trust for Historic Preservation | Lexington, Kentucky

The Blue Grass Trust for Historic Preservation (BGT) is now accepting applications for the newly created position of Lead of Visitor Experience (LVE). This is a full-time, grant-funded position with a competitive salary and a robust benefits package.

Starting Salary Range: \$42,000–\$45,000, commensurate with qualifications and experience
Application Deadline: Applications will be reviewed on a rolling basis until the position is filled

About the Blue Grass Trust

Founded in 1955, the Blue Grass Trust for Historic Preservation is Central Kentucky's leading nonprofit organization dedicated to protecting, revitalizing, and promoting historic places. With headquarters in the historic Gratz Park neighborhood of Lexington, we engage the community through education, advocacy, and stewardship to ensure that the region's architectural and cultural heritage remains a vibrant part of Kentucky's future.

Position Overview

The Lead of Visitor Experience will play a key role in shaping the public's experience with the Blue Grass Trust. This dynamic position will support the Executive Director in developing, launching, and managing the upcoming Preservation Center at Hopemont, a major initiative funded by a recent Mellon Foundation grant. The position has a guaranteed grant-funded window of three years.

As the first point of contact for individuals and organizations engaging with the Blue Grass Trust, the LVE will ensure every interaction is welcoming, informative, and aligned with BGT's mission. The LVE will also collaborate closely with the Office and Development Manager to ensure a timely and responsive public presence across all of BGT's platforms.

The ideal candidate is a motivated, collaborative professional with a passion for community-based work and strong communication and organizational skills.

Key Responsibilities

Preservation Center Operations

- Assist the early planning and resource development in preparation for the Preservation Center's anticipated 2027 opening.
- Develop and implement systems to guide how visitors interact with the Center—BGT's "one-stop shop" for preservation tools, education, and community support.
- Oversee the daily operations of the new Preservation Center at Hopemont, ensuring accessibility, clarity of services, and smooth visitor flow.
- Help develop and maintain resource materials (both digital and print) that support individuals and communities in learning about historic preservation, advocacy tools, and available support programs.

Visitor Experience & Public Engagement

- Serve as the first point of contact for visitors, callers, and online inquiries; provide a welcoming, knowledgeable, and mission-driven experience that reflects the values of the Blue Grass Trust.
- Engage with the public onsite at Hopemont and at off-site events; assist with tours, open houses, and other interactive programming.

- Coordinate general public communications, including phone, email, and in-person interactions.

Marketing, Outreach, and Communications

- Collaborate on marketing and outreach efforts across platforms, including print, social media, email newsletters, and the BGT website.
- Create content that promotes BGT programs, events, and preservation stories to a broad audience.
- Assist in audience development strategies, particularly around increasing visitation to Hopemont and participation in BGT initiatives.

Organizational Support

- Support the planning and execution of public events, workshops, and programs, in partnership with other staff members. Some of these activities may take place on evenings and weekends.
- Assist with data entry, reporting, and administrative tasks related to visitor services and public engagement.
- Work collaboratively across departments to ensure an integrated approach to programming, development, and community impact.

Qualifications

Required:

- Bachelor's degree in historic preservation, public history, education, communications, community development, or a related field
- Demonstrated experience in customer service or other public-facing roles
- Excellent written and verbal communication skills, including experience with public speaking and digital outreach
- Strong organizational and time management skills; ability to manage multiple projects simultaneously
- Interpersonal skills and cultural competence to work effectively with diverse audiences
- Ability to lift up to 25lbs and climb up to three flights of stairs
- Proficiency with digital tools, including Microsoft Office, email marketing platforms (e.g., Mailchimp), social media, and website editing (e.g., Squarespace)

Preferred:

- Demonstrable experience within the field of historic preservation, including surveys, National Register of Historic Places nominations, and historic tax credit applications
- Experience planning and/or leading public educational programming such as self-guided or docent-led tours

Work Environment

The LVE will report directly to the Executive Director, Dr. Jonathan Coleman, and work closely with the Office and Development Manager, Missy Williams. The position includes workspace at the Blue Grass Trust campus in downtown Lexington, with access to free parking and walkable amenities. This is a full-time, in-person position.

Compensation & Benefits

- Annual starting salary: \$42,000-\$45,000, commensurate with experience
- Paid vacation, personal, sick, and parental leave
- Healthcare reimbursement account
- Employer-matched IRA
- Cell phone stipend
- Ongoing professional development opportunities

Our Commitment to Equity

The Blue Grass Trust is committed to creating a more just and equitable Kentucky. We welcome and encourage applications from people of all backgrounds and experiences. We are an equal opportunity employer and do not discriminate on the basis of race, religion, sex, age, gender identity, sexual orientation, disability, or national origin.

How to Apply

To apply, please send the following in a single PDF titled **LastName_FirstName_LVE.pdf** to office@bluegrasstrust.org, addressed to Dr. Jonathan Coleman:

- A cover letter detailing your interest in the position and qualifications
- A current resume
- A writing sample that demonstrates your ability to communicate with a general or public audience

Applications will be reviewed on a rolling basis until the position is filled. Finalists will be required to complete a background screening and provide references.