



VACANCY ANNOUNCEMENT

Curatorial Associate

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>.

The Curatorial Associate works to fulfill the mission of the Kentucky Historical Society (KHS) and helps their colleagues throughout the organization succeed. The Curatorial Associate serves on a highly collaborative team that researches, cares for, catalogs, exhibits, and interprets KHS's objects collections so that all projects and programs elevate what we know about Kentucky history. The Curatorial Associate will process and catalog collections according to best practices and KHS guidelines. The Curatorial Associate will also assist curators with the assessment and research of collections and potential collections. This position also provides stewardship of the agency's object collection so that these strategic assets are preserved and accessible for research, teaching, and exhibition purposes. Other duties include assisting Historical Resources colleagues and volunteers with KHS programming, outreach, and exhibit preparation.

Responsibilities may include, but are not limited to:

- Help to provide stewardship over the KHS collection, including cataloging new acquisitions following KHS procedures, standards, and guidelines.
- Improve object records of the KHS collection utilizing PastPerfect database.
- Work collaboratively with other KHS staff members to enhance the description of objects collections and increase public access to materials.
- Research and understand collections and their place in Kentucky history. Promptly and effectively respond to inquiries from both staff and the public.
- Process and organize new collections to expand and improve educational and research opportunities for the staff and public.
- As needed, assist with the packing, moving, storage, and installation of collections items for loans or in preparation for exhibitions and special displays.
- Monitor the security, safety, environmental, and structural condition of KHS storage areas, exhibition spaces, and across the KHS campus.
- Serve on special projects and work teams.
- Support a variety of KHS outreach efforts.
- Other duties as assigned.

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



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Preferred Skills and Abilities:

- Advanced internet, word processing, database management, spreadsheets, and email use. PastPerfect experience preferred.
- Demonstrated facility in public speaking and writing to multiple kinds of audiences.
- Knowledge of material culture, collections management, artifact care, and museum cataloging practices. Adherence to professional codes of ethics and involvement in museum organizations.
- Strong organizational and administrative skills. Must be able to manage a project from concept to completion.

Minimum Requirements:

Education: Bachelor's degree in history, public history or a related field. Master's degree in museum studies, history, public history, or a similar area of study is preferred.

Experience, Training, or Skills: (1) year of experience working with object collections in a museum setting.

Substitute Education for Experience: Education will substitute for experience on a year-for-year basis.

Working Conditions:

- This is a 37.5-hour workweek, Monday - Friday, with holidays, occasional evening, and weekend hours.
- Must be able to visually inspect the change in the condition of archival documents and collections objects; retrieve collection objects regularly that may weigh up to 40 lbs.; able to regularly bend/stoop/reach to retrieve and store collection objects.
- Frequent use of a computer, monitor, keyboard, and mouse.

This is a full-time position located in Frankfort, KY that reports to the Senior Curator. This is an unclassified (non-merit) position pursuant to KRS 18A.115(1)(u). The annual salary for this position is \$43,210.08 with a 5% increase following the successful completion of a probationary period. 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 are accepted. **The deadline for submissions is 08/19/2026.** 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.