



VACANCY ANNOUNCEMENT

Learning Team Manager – Program Administrator II

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 Learning Team Manager plays an integral part on the Learning Team, modeling high standards in program development and implementation. They are responsible for the administrative and tactical support of educational programs on the KHS campus and off-site. They work under the direction of the Director of Learning to implement strategic initiatives and priorities for KHS through effective utilization of staff and resources. The Learning Team Manager often works in partnership with internal colleagues as well as supporting educators and other constituents across the Commonwealth. The position participates in and oversees museum educators that facilitate experiences such as youth programs, museum events, in-classroom and virtual opportunities, field trips, tours, and in-gallery activities.

Responsibilities may include, but are not limited to:

- Guide the development and implementation of learning experiences such as field trips, instructor-led labs, workshops, self-guided activities, and guided tours.
- Collaborate across KHS functional teams to plan, implement and evaluate programs.
- Supervise planning and implementation of major KHS events such as, but not limited to, History Day, National History Day KY, Homeschool History Day, Teaching Kentucky History Institute, etc.
- Assist Director with the Learning Team's program audit process by coordinating reviews, tracking progress, ensuring compliance with established standards, and implementing continuous improvement measures.
- Hire, train, and supervise full-time museum coordinators and educators, seasonal learning specialists, and contract teachers to implement KHS programs.
- Manage implementation of budgets, purchases, payments, and classroom inventory.
- Participate in efforts to update or create policies or procedures within the Learning Team and across the organization.
- Serve as the primary liaison with the Marketing team to ensure Learning Team programs are communicated effectively, consistently, and in a timely manner.
- Establish connections with potential constituents, educators, and collaborators and nurture relationships that have already been established.
- Oversee and participate in day-of operations for student groups including arrival, lunch, and departure.
- Oversee and participate in gallery experiences that allow the visitors to interpret and



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- investigate artifacts to understand a portion of Kentucky's history.
- Provide information about KHS and Learning Team programs through outreach programs, media appearances, grant applications, or other avenues.
- Other duties as assigned.

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

Preferred Skills and Abilities:

- Microsoft Office Suite proficiency.
- Excellent written communication and public speaking skills.
- Must have a valid driver's license.

Minimum Requirements:

Education: Master's degree in museum studies, public history, education or related field.

Experience, Training, or Skills: Five years of professional experience in a museum, education, or history-related institution developing, implementing and evaluating educational programming for school, youth, and family audiences.

Substitute Experience for Education: Experience can substitute for education on a year-for-year basis.

Working Conditions:

- This is a 37.5-hour workweek, Monday – Friday. Must be willing to work evenings, weekends, and occasionally travel.
- Must be able to lift 25 lbs. Must be able to stand for long periods.

This is a full-time position located in Frankfort, KY that reports to the Director of Learning. This is an unclassified (non-merit) position pursuant to KRS 18A.115(1)(u). The annual salary for this position is \$52,283.52 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 08/21/2026.** 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.