



## **Vacancy Announcement Museum Educator - KHS Museum Educator I**

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 Museum Educator I will work to fulfill the mission of the Kentucky Historical Society as well as help their colleagues throughout the organization succeed. The position plays an integral part on the Learning Team. The Museum Programs Educator I will work with members of the Learning Team to offer student and public museum programs such as field trips, tours, museum experiences, and events at our three museum sites: the Thomas D. Clark Center for Kentucky History, the Old State Capitol, and the Kentucky Military History Museum.

### **Responsibilities may include, but are not limited to:**

- Facilitate experiences and programs for the K-12 student audience
- Handle day-to-day operations for the school groups during their field trips at our three museum sites, including providing museum introductions, guiding group tours, and leading activities such as Learning Labs across KHS's museum campus.
- Work with members of the Learning Team to develop educational materials and programs that promote inquiry-based learning aligned with the Kentucky Academic Standards.
- Evaluate field trip operations and support efforts to improve student engagement, program efficiency, and use of staff resources to deliver the best experience possible.
- Implement programs and resources for museum guests of all ages.
- provide support in the design and implementation of ongoing and special programming at all three museum sites.
- Assist the Learning Team and other KHS employees with delivering outreach programming across Kentucky at professional conferences, historic sites or organizations, libraries and other partner entities.
- Provide stewardship of KHS resources.
- Under supervision, coordinate logistics, purchasing, and other deliverables; complete reports and other paperwork as necessary.
- Collaborate with the KHS Marketing Team and outside partners to raise awareness of programs.

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

### **Minimum Requirements:**

*Education:* bachelor's degree in education, history, museum studies, or a related field.

*Education Substitute:* Three (3) years of experience as an educator in a classroom, museum,



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library, or community center.

***Experience:*** One (1) year of professional experience as an educator in a classroom, museum, library, or community center; similar work experience will be considered

***Training or Skills:***

***Communication:*** Excellent networking and presentation skills. Capacity to speak with diverse groups of people in both formal and informal settings.

***Computer skills:*** Basic internet, word processing, database management, spreadsheets, and email competency required.

**Working Conditions:**

***Work Schedule:*** The position works on a regular Tuesday-to-Saturday schedule, 37.5 hours per week, and must be willing to work occasional evenings, Mondays, or holidays to fulfill the mission of the Kentucky Historical Society and its programs and services.

***Physical Requirements:***

- Must be able to sit or stand for long periods.
- Will be required to regularly travel between KHS's three museum sites within a .25-mile radius in downtown Frankfort.
- Work may be completed outdoors during typical seasonal weather. Must be able to transfer programming materials between sites with assistance from a cart or wagon when needed.

This is a full-time position located in Frankfort, Ky., that reports to the Learning Team Manager. This is an unclassified (non-merit) position pursuant to KRS 18A.115(1)(u). The annual salary for this position is \$32,469.60 with a 5% increase following the successful completion of a probationary period. The regular schedule includes a Tuesday-Saturday schedule with a 37.5-hour workweek, and the position may require occasional evening, weekend, or holiday hours and travel 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, employer paid leave, retirement, and optional deferred compensation plans.

Interested applicants should submit a cover letter and current resume via email to [khshr@ky.gov](mailto:khshr@ky.gov). No telephone calls accepted. The deadline for submissions is **08/21/26**. 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.