



Name:	Department: Kentucky Historical Society
Job Title: KMHM Museum Programs Manager	Class Title: KHS Program Administrator I - KHS
Reports to: Museum Programs Administrator	Division: Oral History and Educational Outreach
Organization Level: Learning Services	Position Number:
Prepared by: Megan Sauter	Employment Type: Full-time, exempt
Date: 4-28-22	Work Station: KMHM

JOB SUMMARY:

The Museum Programs Manager for the Kentucky Military History Museum will work to fulfill the mission of the Kentucky Historical Society as well as to help their colleagues throughout the organization succeed. The position plays an integral part on the Learning Team.

The Museum Programs Manager will be responsible for providing high-quality educational opportunities through the lens of the State Arsenal (c. 1850) that houses the Kentucky Military History Museum. One of the three museums on the Kentucky Historical Society campus, the Kentucky Military History Museum provides opportunities for programming that will focus on KHS' collection of military treasures and commemorate the stories of Kentuckians' military service from the War of 1812 to today. The Manager will find innovative ways for visitors to discover the role Kentucky history plays in defining duty, honor, and self-service.

This position will work with members of the Learning Team to offer a learner-driven, inquiry-based approach to museum experiences that ignites the public's curiosity, builds critical thinking and problem-solving skills, and encourages active citizenship. They will be good stewards of one of KHS' most prominent artifacts through the care and preservation of the State Arsenal. This is a team-oriented position that will collaborate with additional program staff and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- *Manage programs delivered to the public and student audience:*
 - Empower visitors to understand how the people, places, and events in Kentucky's past have influenced our lives today through tours, museum experiences, outreach, and special events
 - Oversee field trip programs that teach students about past wars to further their understanding of cause and effect in relation to conflict, as well as following the best practices in Social Studies education and compliance with the Kentucky Academic Standards for Social Studies
 - Evaluate outcomes and gather data to improve programs and pursue grant opportunities

- *Collaborate to promote the Kentucky Military History Museum's relevancy:*
 - Serve as a conduit across the state to elevate the Kentucky Military History Museum as a resource to learn about the stories of Kentucky veterans through their experience of war and military service
 - Work with regional partners, such as the Kentucky Department of Military Affairs, to establish mutually beneficial relationships and develop collaborative programs that showcase the museum's relevance in Kentucky history



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- Work across departments and utilize in-house assets to offer educational and promotional resources
- *Administer the stewardship of KHS resources and site operations:*
 - Manage schedules, budgets, logistics, purchasing, and other deliverables
 - Handle day-to-day logistics for visitors and site communication with facilities
 - Supervise Coordinators that develop and implement programs, as well as volunteers

QUALIFICATIONS:

- *Education* – Bachelor’s degree; Master’s degree preferred in history, public history or education.
- *Experience* – Three (3) years of professional experience in a museum, school, community center, or other history-related institution. Minimum one (1) year in a supervisory position.
- *Communication* –Excellent networking and presentation skills. Capacity to speak with diverse groups of people in both formal and informal settings. Ability to build relationships through extraverted communication.
- *Computer Skills* – Basic internet, word processing, database management, spreadsheets, and email competency required.
- *Work Environment* – Ability to organize projects and complete them in a timely manner. Must be able to manage multiple projects from concept to completion. Must be willing to work some Mondays, evenings, and holidays and occasionally travel.
- *Special Requirements* – Working knowledge of principles, initiatives, and standards influencing history education. Must have a valid driver’s license.
- *Organizational 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. Must have the ability to determine strategies to move the organization forward, set goals, and create and implement and evaluate action plans that will achieve those goals.

WORKING CONDITIONS:

- *Work Schedule* – The position works on a regular Tuesday-to-Saturday schedule, 37.5 hours per week, but must be willing to work some Mondays, evenings, and holidays as well as occasional travel to help support the mission, programs, and special events of the Kentucky Historical Society.
- *Physical Requirements* –Must be able to remain stationary (sitting or standing) for long periods. This position will travel between the KHS campus’ three separate museums—Kentucky Military History Museum, Old State Capitol, and the Kentucky History Center all located in downtown Frankfort.

DIRECT REPORTS:

None.

BEHAVIOR DIMENSIONS:

- ***Passion for Kentucky history:*** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess the ability to communicate this passion to others.
- ***Service:*** We value our role in serving the public and work to ensure those services are exemplary.



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- **Discovery:** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.
- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place a high value on adhering to and shaping professional standards
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We, therefore, value research, collections, and programs backed by fact.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, KHS's financial and human resources, and the KHS mission.
- **Embrace Diversity:** Commitment to inclusiveness and empowerment. Demonstrates respect, equity, and empathy for a diverse community.
- **Be Innovative:** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them.
- **Be Bold:** Don't be afraid to address.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks and make clear decisions that are timely and in the best interests of the KHS.
- **Display Adaptability:** Demonstrate a willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Be Relevant:** Identify the issues that matter today. Demonstrate how history can play a key role in their resolution.
- **Behave Ethically:** Understand ethical behavior and KHS policies and procedures, and ensure that our behavior and the behavior of others are consistent with these standards.
- **Be Intentional:** Develop a good, solid results-driven plan. Be diligent about successfully implementing it, continually re-evaluating it, and working to improve it.