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| Name: | Department: Kentucky Historical Society |
| Job Title: OSC 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: 31036600 |
| Prepared by: Megan Sauter | Employment Type: Full-time, exempt |
| Date: 7-2-22 | Work Station: Old State Capitol |

Job Summary:

The Museum Programs Manager for the Old State Capitol 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's Old State Capitol building (c. 1830-1910). One of the three buildings on the Kentucky Historical Society campus, the Old State Capitol, listed as a National Historic Landmark, provides opportunities for programming related to a variety of themes from Greek Revival architecture to debating the politics within Antebellum Kentucky. The Manager will find innovative ways for visitors to discover the role civic participation and the practice of democratic principles plays in Kentucky history. They 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 Old State Capitol. This is a team-oriented position that will supervise additional program staff and volunteers.

Essential Duties and Responsibilities:

- *Manage programs delivered to the public and school audience:*
 - Provide opportunities such as tours, outreach, museum experiences, and special events that allow visitors to interpret and investigate the stories surrounding the events that took place at and were influenced by Kentucky's historic capitol
 - Oversee field trip programs that are aligned with academic standards and give students the opportunity to look at the past to further their understanding of the democratic process
 - Evaluate outcomes and gather data to improve programs and pursue grant opportunities
- *Collaborate to promote the Old State Capitol's relevancy:*
 - Serve as a conduit across the state to communicate Kentucky history's role in civics education and elevate the Old State Capitol as a resource to interpret civics
 - Work with regional partners to establish mutually beneficial relationships and develop collaborative programs that showcase the Old State Capitol's relevance in Kentucky history
 - Work across departments and utilize in-house assets to offer educational and promotional resources
- *Administer the stewardship of KHS resources and site operations:*
 - Contribute to the development of an Interpretive Plan for the Old State Capitol.
 - Manage schedules, budgets, logistics, purchasing, facilities communications, and other deliverables



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- Act as the liaison for the use of the Old State Capitol lawn and provide support for partnership events
- Supervise Coordinators that develop and implement programs; contribute to docent training.

Qualifications:

Education – Bachelor's degree; Master's degree preferred in history, public history, education, or related field.

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.

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.

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, or holidays and occasionally 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. Will travel between KHS's three museum campus – Old State Capitol, Kentucky History Center, and Kentucky Military History Museum, all located in downtown Frankfort within .25 miles.

Direct Reports:

Old State Capitol Museum Program Coordinator



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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.
- **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, of 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.