



Name:	Department: Kentucky Historical Society
Job Title: Museum Programs Coordinator for Student Programs	Class Title: KHS Program Coordinator-KHS
Reports to: Teacher Resource Manager	Division: Oral History and Educational Outreach
Organization Level: Learning Services	Position Number: 30019707
Prepared by: Megan Sauter	Employment Type: Full-time, non-exempt
Date: 7-5-22	Work Station: TDCKKH/Frankfort, KY

Job Summary:

The Museum Programs Coordinator for Student Programs with a K-12 focus 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 Coordinator for Student Programs will develop programs dedicated to providing high-quality educational opportunities for students and teachers to understand and appreciate the use of history to build critical thinking, problem-solving, and participatory skills to become engaged citizens. With a focus on the production of the statewide program, National History Day in Kentucky, they will find innovative ways to explore an annual theme to aid students in developing research projects from papers and performances to documentaries and exhibits. They will work with members of the Learning Team to offer museum programs such as tours, outreach, museum experiences, and events.

Essential Duties and Responsibilities:

- *Coordinate National History Day in Kentucky, a student outreach program:*
 - Organize multiple regional contests and one state-wide contest that showcases student projects. This includes managing the online registration system, logistics, vendors, judges, volunteers, and participants.
 - Establish and maintain relationships with colleges and universities, local history organizations, school districts, and museums to support the program with teacher recruitment, contest space, judge recruitment, and project development
 - Arrange an experience for the national contest participants in June that includes a guided trip to Washington, D.C.
- *Coordinate programs delivered to the student and teacher audience:*
 - Use inquiry-based learning practices to provide outreach lessons in K-12 schools that coincide with best practices in Social Studies education and compliance with Kentucky Academic Standards in Social Studies
 - Provide opportunities such as field trips and museum experiences that allow students to interpret and investigate Kentucky's past at our three museum sites – the Kentucky History Center, the Old State Capitol, and the Kentucky Military History Museum



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- Work with the Teacher Resources Manager to offer professional development workshops and provide educational resources to teachers
- *Coordinate KHS resources:*
 - Coordinate logistics, evaluations, purchasing, and other deliverables
 - Identify grant funding opportunities and support fundraising efforts
 - Collaborate with the KHS Marketing Team and outside partners to raise awareness of programs
- *Other duties as assigned by the Teacher Resources Manager.*

Qualifications:

- **Education** – Bachelor’s degree in education, history, communications, museum studies, or related field.
- **Experience** – Two (2) years of professional experience in a museum, school, community center, or other history-related institution, preferably developing and conducting educational programs for school and public audiences.
- **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 evenings, weekends, 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 Monday-thru-Friday schedule, 37.5 hours per week, but must be willing to work some weekends, evenings, and 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—the Kentucky History Center, Old State Capitol, and Kentucky Military History Museum—all located in downtown Frankfort within .25 mile radius and statewide and potential out-of-state travel.



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Competencies/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, 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.