

**Name:****Job Title:** Learning Team Manager**Reports to:** Director of Learning**Organizational Level:** Learning Team**Hire Date:****PD Updated:** 07/2026**Department:** Kentucky Historical Society**Class Title:** KHS Program Administrator II-KHS**Division:** Oral History & Educational Outreach**Position Number:** 30019718**Position Type:** Full-time; Exempt**Job Summary:**

The Learning Team Manager will work to fulfill the mission of the Kentucky Historical Society as well as to help their colleagues throughout the organization succeed. The Learning Team delivers history programs based on inquiry and creativity to enhance 21st-century skills and understanding of our state's history in the student and museum audience. The position plays an integral part on the Learning Team, modeling high standards in program development and implementation. The Learning Team Manager is 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 is highly collaborative, often working 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.

Essential Duties and Responsibilities:

- Guide the development and implementation of learning experiences for different audiences such as field trips, instructor-led labs, workshops, self-guided activities, and guided tours.
- Collaborate across KHS functional teams to plan and implement 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.
- Monitor and evaluate programs meet objectives and outcomes through development and use of evaluative tools.
- Assist Director with the completion of 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.

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- 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 outreach and virtual experiences for students, teachers, and public audiences.
- Oversee and participate in gallery experiences that allow the visitors to interpret and 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.

Qualifications:

Education – Master's degree in museum studies, public history, education or related field. Experience can substitute for education on a year-for-year basis.

Experience – 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.

Communication - Ability to write and communicate effectively with staff, volunteers, and outside vendors. Ability to speak in front of a large group of people and lead engaging, dynamic education programs.

Computer Skills – Proficiency in the Microsoft Office Suite.

Special Requirements – Must have a valid driver's license.

Working Conditions:

- *Work Environment* – Ability to organize projects and complete in a timely manner. Must be able to manage multiple projects from concept to completion. Must be willing to work evenings, weekends, and occasionally travel.
- *Physical Demands* – Must be able to lift 25 lbs. Must be able to stand for long periods.

Direct Reports:

Includes a team consisting of Museum Educators I, Museum Educators II, and/or Program Coordinators

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 Focus:*** 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 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 financial and human resources, and of the KHS mission.
- **Be inclusive:** Give opportunity to the history of all people. Encourage them to share their history and make it broadly accessible
- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Lead:** Positively influence others to achieve results that are in the best interest of the KHS. Coaches, evaluates and develops people; aligns performance with organizational goals
- **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 which are timely and in the best interests of the KHS.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.