



Museum Educator I – Position Description

Updated July 2026

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Name:	Department: Kentucky Historical Society
Personnel Number:	Division: Oral History and Educational Outreach
Job Title: Museum Educator	KHS Class: Museum Educator I-KHS
Reports to: Learning Team Manager	Position Number: 30019709
Direct Reports: None	Employment Type: Full-time
	FLSA Status: Non-exempt
	Date of Hire:

JOB SUMMARY:

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.

Essential Duties and Responsibilities:

- 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 that may be delivered in-person and virtually.
 - Implement and facilitate K-12 programming for A Kentucky Journey and non-permanent exhibitions.
 - Collaborate with KHS staff to continuously 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:
 - Deliver guided tours at all three museum sites on a daily basis, along with seasonal and specialty tours offered periodically throughout the year.
 - As part of the Learning Team, provide support in the design and implementation of ongoing and special programming at all three museum sites.
 - Represent KHS at community events and related programs across the state to bring awareness to the Kentucky Historical Society and the resources and experiences it offers.
 - 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.
 - Collaborate with KHS employees from other departments to ensure the daily operations and programming goals are met.

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- 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.
 - Other duties as assigned.

QUALIFICATIONS:

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, 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

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.

Work Environment – Ability to organize tasks and complete them in a timely manner. Work will be regularly completed across all three sites of the KHS campus. Must be willing to occasionally travel in state.

Special Requirements – Working knowledge of principles, initiatives, and standards influencing history education.

Organizational Skills – Must have strong organizational 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, 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.

DIRECT REPORTS:

None.

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COMPETENCIES/BEHAVIOR DIMENSIONS

- **Behave Ethically:** Understand ethical behavior and KHS Policies and Procedures and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Character:** Enthusiastic, energetic, creative, and flexible
- **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 problem, and make decisions that enhance organizational effectiveness.
- **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 KHS.