



**Name:**  
**Job Title:** Director of Learning  
**Reports to:** KHS Deputy Director  
**Organizational Level:** Learning/Museum Programs  
**PD Updated:** 01/2026

**Department:** Kentucky Historical Society  
**Class Title:** KHS Division Director-KHS  
**Division:** Oral History and Educational Outreach  
**Position Number:** 30019705  
**Position Type:** Full-time, Exempt  
**Hire Date:**

**Job Summary:**

The Director of Learning is a senior-level position overseeing a significant portfolio of KHS's history education-related programs and services, including highly popular field trips to the KHS campus and participation in [National History Day in Kentucky](#). They lead Kentucky history education efforts for KHS by directing public history museum programs, student programs, and teacher education activities. In close collaboration with the Executive Director, Deputy Director, and the leadership across KHS, they implement activities at the Kentucky History Center, Kentucky's Old State Capitol, and the Kentucky Military History Museum. The Director of Learning serves as a member of the KHS Leadership Team and plays an integral part in the advancement of the Kentucky Historical Society's mission, values, and strategic priorities.

The Director of Learning enhances the performance of the institution by embracing innovation in Kentucky history and education. Guided by an institutional strategic plan, they will contribute to raising the profile of KHS across the state. They guide the organization's educational philosophy, bringing learning opportunities to a wide audience. A learning experience from the Kentucky Historical Society not only provides historical information but develops historical literacy skills that empower us with insight into ourselves, our Commonwealth, our nation, and the world.

The Director of Learning provides positive leadership to all staff, encouraging a team approach, professional attitude, and positive board-staff relations. They will lead the Learning Team, comprised of education and museum professionals, in developing, updating, and implementing annual and long-range museum learning program plans and guiding priorities for impactful future experiences. They collaborate with KHS colleagues and other history education organizations across the Commonwealth to develop successful programs, exhibitions, activities, events, and public experiences to meet appropriate learning objectives.

The Director of Learning represents KHS in public meetings and programs, state agency or cabinet meetings, governing board meetings, and education-affiliated groups. They seek opportunities to develop and strengthen collaborations with other organizations relating to the KHS mission.



### **Essential Duties and Responsibilities:**

Provide vision and leadership to a team of professionals to meet KHS Learning team strategic and tactical team goals:

- Foster a team environment that motivates and inspires staff to work collaboratively toward common goals by clearly communicating KHS priorities and implementing yearly staff development plans and coaching; build the skills and confidence necessary to succeed in mentoring, inspiring, encouraging, and motivating direct reports.
- Design, implement, and maintain a structured education program; develop strategies for and direct the inclusion of KHS's educational philosophy in all educational and exhibit experiences.
- Measure the consistency of quality, accountability, and high standards of KHS museum learning programs, leading to more effective and efficient delivery; analyze and assess programs based on data collected; and implement corrective measures if required.

Direct collaboration efforts to maximize programming excellence and public engagement, including developing and strengthening collaborations with other organizations, communities, and diverse audiences:

- Establish and manage a network of partners and collaborators to fulfill Learning Team goals. Maintain and establish educational collaborations with other cultural organizations, the Kentucky Department of Education, universities, and public and private school systems. Participates in professional groups related to museum learning and history education.
- Directs the Learning Team engagement with public history organizations to promote and advocate for Kentucky history, going out into communities to facilitate partnerships with KHS. Promote Kentucky history education by supporting local history organizations in programs that make resources available to the Kentucky history education community.
- Coordinate with KHS Marketing and Communications and KHS Foundation to develop and oversee the promotion of educational programs, identify target audiences and promotional priorities. Seek potential collaborative partners, cross-promotional opportunities, and support fundraising efforts.

Perform administrative duties to achieve operational excellence through performance management and effective resource stewardship. Oversee and execute logistics of the day-to-day operations of the museum experiences, teacher and school programs, and community engagement programs:

- Be an effective steward of KHS resources, deploying staff and volunteers efficiently and effectively toward organizational goals. Guide staff to find a balance between scope and effort.
- Implement sound fiscal management to ensure cost-effective execution of Kentucky history education activities supporting strategic goals. Analyze data regarding visitation, programming, and expenses.



#### **Qualifications:**

Supervisory - Minimum of 5 (five) years of leadership experience in a museum, history center, or other applicable non-profit settings, overseeing multiple programs, exhibits, and/or educational efforts.

Education/Experience - Bachelor's Degree (B.A.) in history, museum studies, education or related field. Master's Degree preferred. Minimum of five (5) years of progressively responsible administration required with areas of responsibility in a museum, history center, or other museum-related institution preferred.

Special Requirements – Demonstrated experience managing a high-performing team in a complex structure to include professional development and mentorship; Comprehensive working knowledge of program planning, education, organizational structure, budgeting, administrative operations, and fundraising; Demonstrated development and oversight of budgets and finances. Ability to lead the creative development of complex program projects in a museum setting, preferably in a historical context. Three years of experience developing and implementing major projects is required. Knowledge of Kentucky history and state academic standards desired.

#### **Working Conditions:**

- *Work Environment*: Ability to organize files and projects and complete them on time. Must be able to manage multiple projects from concept to completion. Must be willing to work weekends, some evenings, and occasionally travel.
- *Physical Demands*: Must be able to sit or stand for long periods.
- Must possess a valid driver's license.

#### **Direct Reports:**

Museum Programs Administrator	Position No. 30019708
Teacher Programs Manager	Position No. 31037247
America250Ky Education Specialist	Position No. 31158040

#### **Competencies/Behavior Dimensions:**

- ***Passion for Kentucky history***: Passion for the KHS mission and core values: service, discovery, excellence, authenticity, and 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. Therefore, we 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
- **Be Innovative:** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them.
- **Be Relevant:** Identify the issues that matter today. Demonstrate how history can play a key role in their resolution.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.
- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment and the organization's vision and values.
- **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.
- **Be Intentional:** Develop a good, solid results-driven plan. Be diligent about successfully implementing it, continually re-evaluating it, and working to improve it.
- **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.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of KHS.
- **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 timely, clear decisions in the best interests of 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.



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- ***Solve Problems:*** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.