



Name:	Department: Kentucky Historical Society
Job Title: Archives Administrator	Class Title: Archivist III - KHS
Reports to: Director of Historical Resources	Division: Museums
Organizational Level: Historical Resources	Position Number: 31172291
Hire Date:	Position Type: Full-time
	FLSA Status: Exempt

Job Summary:

The Archives Administrator fulfills the mission of the Kentucky Historical Society (KHS) by ensuring that the institution maintains the highest standards in the care, accessibility, and development of its archival and oral history collections. As an American Alliance of Museums-accredited institution and a Smithsonian Affiliate, KHS requires meeting standards of excellence, and this position plays a key leadership role in upholding those standards.

The Archives Administrator provides administrative and tactical support within the Historical Resources Division, with a focus on leading the activities of the archival and oral history teams. This role is highly collaborative, working closely with internal colleagues and supporting collecting organizations across the Commonwealth. Under the direction of the Director of Historical Resources, the Archives Administrator implements strategic initiatives that enhance archival development and access across the agency.

Essential Duties and Responsibilities:

- **Archival Collection Stewardship and Management**
 - Lead efforts to maintain, preserve, and improve access to the KHS archival and oral history collections.
 - Participate in the KHS Collections Committee review process.
 - Propose and implement policy and procedural updates related to archives and oral histories.
 - Collaborate with the curatorial team on the review and revision of key documents, including the collections management policy, disaster plan, and collections plans.
 - Oversee archival backlog processing and digitization initiatives aligned with KHS collecting priorities.
 - Cultivate and maintain relationships with potential donors and partner organizations to strengthen the collection.
 - Recommend archival conservation priorities.
 - Supervise and engage directly in archival processing and related activities.
- **Public Engagement and Access**
 - Support the interpretation and use of archival collections in exhibitions, publications, public programs, and scholarly research.
 - Represent KHS at professional events, public programs, and partner institution activities.
 - Supervise the oral history team, guiding project priorities in alignment with the agency's collections plan.
 - Oversee the administration of the Kentucky Oral History Commission (KOHC).
 - Collaborate with curators and exhibit teams to safely and effectively display archival



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materials.

- **Staff Supervision and Team Development**
 - Supervise and mentor the archival and oral history staff, including hiring, training, scheduling, and performance evaluations.
- **Other Duties**
 - Perform other duties as assigned.

Qualifications:

Education/Experience – Master's degree in Library Science, Archival Administration, Public History, History, or a related field required. Minimum of five (5) years of professional experience in an archives or special collections library setting or related institution. Additional years of professional experience may be considered in lieu of a graduate degree on a year-for-year basis.

Supervisory – Demonstrated experience in supervising staff or managing project teams. Ability to lead teams and ensure performance targets are met.

Communication – Excellent written and verbal communication skills. Comfortable engaging with diverse audiences, from the general public to professional researchers.

Technical Skills – Proficiency in collections management systems (e.g., PastPerfect, OCLC, CONTENTdm). Strong skills in internet research, word processing, spreadsheets, databases, and email platforms.

Special Requirements – Knowledge of archival management best practices and current standards. Adherence to professional codes of ethics and ongoing involvement in archival organizations. Knowledge of Kentucky history preferred.

Organization Skills – Strong administrative and project management skills. Ability to manage multiple projects from concept to completion while working collegially with cross-functional teams.

Working Conditions:

- ***Physical Demands:*** Must be able to visually inspect archival materials for preservation needs. Regularly retrieve archival objects weighing up to 40 lbs. Requires frequent bending, stooping, and reaching. Occasional evening and weekend hours and travel may be required.

Direct Reports:

- Archivists
- Digital Archivist
- Oral Historian
- Processing Archivists

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.



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- **Service:** We value our role in serving the public and work to ensure those services are exemplary. (Or similar: Service Focus - Values and delivers high quality, innovative service to all customers)
- **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.
- **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. Replaces Creativity/Innovation
- **Be Bold:** Don't be afraid to address controversial issues. Don't be afraid to take risks to accomplish organizational goals.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed, or directed by the supervisor.