



VACANCY ANNOUNCEMENT

KHS Processing Archivist – KHS Archivist I

The Kentucky Historical Society (KHS), formed in 1836, is an agency in Kentucky's Tourism, Arts, and Heritage Cabinet. The KHS campus has three sites in historic downtown Frankfort: The Old State Capitol; the Kentucky Military History Museum; and the Thomas D. Clark Center for Kentucky History serving as KHS headquarters with a signature museum, exhibits, library, research facilities, object and archival collections, museum store, and more. KHS is a Smithsonian Affiliate and has American Alliance of Museums accreditation. To learn more about the Kentucky Historical Society, please visit <https://history.ky.gov>.

The Kentucky Historical Society (KHS) is seeking a Processing Archivist to join our Historical Resources Division. This position is responsible for the processing and cataloging of archival collections at KHS. Processing responsibilities include the processing, research, description and organization of archival collections according to best practices and KHS guidelines. Cataloging responsibilities include the creation of catalog and metadata records and finding aid for archival collections including manuscript, graphic, map, rare book and rare imprint materials. The ideal candidate brings professionalism, passion, and curiosity to the role.

The Kentucky Historical Society is actively acquiring additions to our collections. The KHS archives include significant manuscript, graphic, cartographic, photographic, ephemeral, digital, and oral history collections.

Responsibilities may include, but are not limited to:

- Processes and catalogs archival collections
- Supports enhanced description and increased access to archival collections
- Provides collections information and expertise to internal and external audiences.

To see the full position description, please visit <https://history.ky.gov/about/careers>.

Preferred Skills and Abilities:

- Computer skills in Microsoft Office as well as library management software (e.g., OCLC WorldShare) and collections/content management systems (e.g., PastPerfect, CONTENTdm, Omeka, etc.).
- Strong public speaking and writing skills
- Strong organizational skills with high attention to detail
- Knowledge of archival standards
- Adherence to professional codes of ethics, collections care best practices/standards, and involvement in field-related organizations.
- Knowledge of Kentucky history preferred. Experience working with diverse community organizations and volunteers.

Minimum Requirements:

Education: Bachelor's degree in history, public history or a related field. Master's degree in library science or a related field is preferred.

Experience: One (1) year working in a library special collections or archival setting.

Substitute Education for Experience: additional education will substitute for required experience.

**Working Conditions:**

- Must be able to lift materials of up to 25 lbs. Must be able to safely handle fragile archival materials.
- Must be able to remain stationary (sitting or standing) for long periods.
- Must possess a valid driver's license.

Special Requirements

- Knowledge of Kentucky history desired. Experience working with diverse community organizations and volunteers.

This is a full-time position located in Frankfort, Ky., that reports to the Archives Administrator. This is an unclassified (non-merit) position pursuant to KRS 18A.115(1)(u). The annual salary for this position is \$35,713.23 with a 5% increase following the successful completion of a probationary period. The regular work schedule includes a 37.5-hour workweek, and the position will require occasional evening, weekend, or holiday hours and travel as needed to support the programs and events of the Kentucky Historical Society. Benefits include health and life insurance, optional dental and vision insurance, vacation and sick leave, holiday pay, employer paid leave, retirement, and optional deferred compensation plans.

Interested applicants should submit a cover letter and current resume via email to khshr@ky.gov. No telephone calls accepted. The deadline for submissions is **Wednesday, December 17, 2025**. Late and incomplete applications will not be considered.

KHS is an agency of the Tourism, Arts, and Heritage Cabinet of the Commonwealth of Kentucky. KHS is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal law.