Grinter Place State Historical Site
Site Administrator (Educational/Informational Representative I)

DESCRIPTION:
The Site Administrator performs specialized work directing the operations of a state historic site. Work involves managing the operations of a state historic site by developing and conducting programs; providing information to the public; conducting primary and secondary research on the site; serving as a liaison in the community; supervising support staff and volunteers; identifying the need for preservation treatment for historic objects and structures and maintaining site property and grounds. Work also includes participating in short and long-range planning and promoting community involvement in site activities. This is a seasonal position from mid-April to mid-October with approximately 32 hours weekly Wednesday through Saturday. A maximum of four hours per week mid-October through early April.

TASKS:

- Organizes and implements the daily operations of a state historic site. Plans, conducts, and evaluates on-site and outreach programs such as annual festivals, weekend and seasonal events, slide/lecture presentations, and guided tours.
- Performs maintenance and minor repair work at the site which includes historic structures, modern support buildings, equipment, light janitorial work, grounds, and nature/history trails. Ensure that security measures are adequate, appropriate, and consistent.
- Operates the TAM cash register for sales and donations, balances sales, and deposits cash received. Records number of visitors and monetary donations, sells museum shop items, and maintains monthly records. Prepares and maintains annual records and reports regarding visitor data, sales and donations, and programming.
- Determines site needs, recommends activities and solutions to problems, identifies historic objects, and structures and recommends preservation and/or conservation treatments, and prepares reports as requested. Submits online work order for site repairs and restorations.
- Oversee the work of subordinate staff and volunteers.
- Researches the historic site and its relation to local, regional, and national history; promotes the site and provides historical information to the public and news media in coordination with the SHS Director and KSHS Director of Communications.
- Participates in creating and revising materials such as tours, brochures, scripts, exhibits, displays, and audio-visual aids and disseminates informational materials to interested individuals, groups, and organizations in coordination with the SHS Director, Museum Education staff and Communications Director.
- Schedules and arranges presentations before the public; engages other speakers for presentations.
- Develops, modifies, and presents programs, lectures, tours, outreach programs, field trips, workshops, media programs, special events and seminars created to inform individuals, groups, or organizations on agency programs or operations and any related

regulations and procedures; identifies program objectives and subject content in coordination with the SHS Director and KSHS Museum/Education staff.

- Consults with individuals, groups, organizations to explain or promote agency programs or operations.
- Markets agency programs or operations by sharing information to interested individuals, groups, and organizations through social media in coordination with the SHS Director and KSHS Communications Director.
- Develops positive relationships with the local media, schools, civic organizations, city government(s) and individuals; promotes community involvement in site activities; solicits local support for additional funding, artifact donations, volunteer services, and public relations. Ensures that community input is not in conflict with policies and goals of the historic site and state guidelines in coordination with the SHS Director, Communications Director and Museum Collections staff.
- May serve as ex-officio member of organized groups who support historical sites.
- Participates in short and long-range site planning with SHS Director.

LEVEL OF WORK

Educational/Informational Representative I – Specialized work directing the operations of a small state-owned historic site. Presents information to individuals, groups and organizations; assists in creating or revising the theme and content of preservations and constructs related informational materials; schedules and participates in informational sessions, tours, and lectures.

Minimum Requirements: Six months of experience in developing and delivering informational or educational presentations. Education may be substituted for experience as determined relevant by the agency.