



CALL FOR CANDIDATES

Educational Assistant

Kentucky Derby Museum

Louisville, Kentucky

Kentucky Derby Museum is a 501(c)(3) non-profit charitable organization that sits on the front steps of historic Churchill Downs Racetrack. It is one of the premiere attractions in the Louisville region, celebrating the tradition, history, hospitality and pride of the world-renowned event that is the Kentucky Derby. The Museum welcomes over 230,000 visitors annually; a large percentage of those visitors come from outside of Kentucky, journeying from across the country and the world.

Position: **Educational Assistant**
Department: Curatorial
Reports To: Manager of Education Services
FLSA Status: Full-time/Salary

Summary of Position: The Educational Assistant contributes a dual role within the department – providing administrative support for in-house field trips, as well as teaching statewide outreach programming throughout the school year.

Essential Duties and Responsibilities:

- Conduct Statewide and local outreach programs (approximately 40 dates per year).
- Corresponds with teachers and school administration.
- Maintains the field trip bookings in the RESERVE data entry system.
- Responsible for invoicing schools with outstanding balances.
- Provides support during Museum field trips such as orientations, tours, etc.
- Supports the education team during weekend youth programs and camp groups.
- Serves as the Education Representative to offsite events (such as Fourth of July, Cultural Pass, etc).
- Attends professional development conferences in support of the education department.
- Researches the Kentucky Derby, Thoroughbred racing and all subject matter pertaining to education programs.
- Record Keeping, primarily through Excel.
- Other duties as assigned .

Supervisory Responsibilities:

- This position has no direct supervisory responsibilities.





Work Schedule:

- Schedule will be typically be Monday – Friday from 8:30 AM – 5:00 PM.
- This position will require approximately 25% travel, with some nights and weekends required.

Qualifications:

- Undergraduate degree, preferably in Education, with at least two years of public speaking or teaching experience.
- Exemplary public speaking and presentation skills.
- Ability to travel.
- Create and maintain positive relationships with the city, county and state education community.
- Maintains awareness of current educational trends and pedagogical practices as well as developments in the Thoroughbred industry and the Kentucky Derby.
- Flexibility to work on simultaneous projects.
- Experience working with the Microsoft Office suite including Word, Excel, Outlook and Access, as well as other basic database management skills.
- Must possess a valid driver's license.
- Must be able to successfully pass a background check.

Please submit your cover letter and resume to ewilkins@derbymuseum.org. No phone calls please.

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.

The information contained in this job description is not exhaustive of all the duties and responsibilities of this job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. At the discretion of Museum management, duties and responsibilities may change due to reasonable accommodation or other reasons at any time.

The Kentucky Derby Museum is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, disability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.

