

Duncan Tavern Job Opening

Overview of the Duncan Tavern Historic Center (DTHC): The DTHC is seeking a Site Coordinator, who will have the opportunity to work at one of Bourbon County's most unique and historic buildings. Duncan Tavern, built in the late 18th century, is one of the finest examples of an early settlement home later used as a tavern found in America. Today the DTHC is the headquarters and home of the Kentucky Society Daughters of the American Revolution (KSDAR). Exhibits, candlelight tours, festivals, and other civic programs are hosted at Duncan Tavern. Museum docents provide tours, and white tablecloth/fine china luncheons are catered events. The John Fox, Jr. Genealogical Library in Duncan Tavern provides historical resources unique to Bourbon and other Kentucky counties.

Hours and Rate of Pay: The DTHC Site Coordinator is a part-time, permanent position whose work week will consist of Tuesday through Saturday from 9:00 a.m. – 4:00 p.m., with an hour lunch, from April 1 through mid-December, which is when the tavern is open to the public. The salary is \$16.00 per hour, with 5 paid personal days off per year.

Summary of Duties: The position has three main functions: to act as site coordinator for the day-to-day operations of the tavern, to act as the Visitors Services coordinator, and to assist Duncan Tavern officers and committee chairmen. The Coordinator will follow best-practice standards as put forth by the American Association of Museums (AAM) and the American Association for State and Local History (AASLH).

Requirements: Minimum requirements are a BA or BS, or an Associate's Degree with two years of experience at a historic site, museum, and/or in Visitor Service and Volunteer Coordination. Proficiency in MS Outlook, Word, Excel, and PowerPoint as well as working knowledge of social media sites such as Facebook, Twitter, or Instagram is required. A love of Kentucky and pioneer history is preferred.

To Apply: Candidates may request a complete position description, and should send a cover letter, resume, and three letters of reference by May 14, 2022 to dtchairman@kentuckydar.org. No phone calls please. Review of applications and interviews will begin immediately, with the position starting July 5th.