CONSTITUTION HALL
TOPEKA

Friends of the Free State Capitol Inc., a Kansas non-profit organization, updates its post seeking applicants in this lead staff position:

HISTORIC SITE MANAGER

About the Job

This restored, privately owned, historic site will open for heritage tourism based on nationally important events in the forming of Kansas as a new free state in the six years before the American Civil War. The Historic Site Manager (HSM) promotes and engages historic site visitation by tourists, K-12 students, and organizations for their events, and ensures historic site operation as summarized below.

Job Summary

The HSM oversees daily operation of the historic site. Among varying activities are visitation and event management, supervision of part-time staff and volunteers, administrative tasks such as keeping the record of events and visitation, light interior cleaning, and pitching in as needed for visitation set-up and break-down.

The HSM develops working relationships with new and existing site visitors, schedules private events, and ensures high-quality experiences by all. The HSM works closely with the Site Administrator to increase the historic site's use and value to the community, Kansas, and the nation.

Currently anticipated is a full-time salaried position and hours can be flexible; some evening and weekend work can be anticipated. The HSM reports to the Historic Site Administrator, who reports to the Board of Trustees.

Primary Responsibilities:

- Market and facilitate visitation by heritage tourists, K-12 students, and events by commercial and non-profit organizations.
- Manage site access and ensure the facility remains clean and safe for visitors, volunteers, and staff.
- Recruit and manage occasional support staff and volunteers.
- Develop professional familiarity with the site's designations on the National Register of Historic Places and the National Underground Railroad Network to Freedom.

- Contribute to development and delivery of educational activities.

Qualifications:

- Effective communication and interpersonal skills.
- Demonstrated ability to work both independently and collaboratively. Candidates who take considered initiative on their own are preferred.
- Active involvement in community projects or organizations.
- Willingness to perform hands-on tasks as needed.
- Bachelor's degree and proven leadership preferred.
- Residency in Topeka or easy commuting distance
- Experience in product sales may be helpful.

Work Environment

Must be able to work in the variety of physical settings inside and on the building grounds, as well as in off-site locations with potential historic site visitors.

Work Schedule

- Weekend and occasional evening work required.
- Anticipated initial public hours: Fridays and first Saturdays, 11:00 a.m.–4:00 p.m.,
- On-site hours: Wednesday–Thursday, 10:00 a.m.–4:00 p.m.
- Additional weekly hours worked remotely or where and when needed.

How to Apply

Applicants should email a cover letter describing:

- Experience and qualification for the position, with relevant salary history
- What interests you most about the position
- Your availability, with dates of availability as may be relevant

Submit your resume and the cover letter to constitutionhalltopeka@gmail.com. Applications will be considered on a rolling basis. Candidates are encouraged to apply as soon as possible.