



Position Description

Living History Coordinator

Admiral Nimitz Foundation

Founded in 1971 as a 501(c)3, the Admiral Nimitz Foundation (ANF) since 2005, in an agreement with the Texas Historical Commission, manages and provides financial support to the State-owned National Museum of the Pacific War in its mission:

***To foster responsible citizenship and leadership by inspiring all ages
with our collection and the enduring relevance of the stories from the Pacific War.***

About the Museum

Originally opened in 1967 as the Fleet Admiral Chester W. Nimitz Memorial Naval Museum, it was renamed the National Museum of the Pacific War (NMPW) in 1997, and the U.S. Congress officially designated it as such in 2006. The Museum is dedicated to honoring all who served in and supported the Asiatic-Pacific theater of World War II and ensuring that the history, stories and impact of this significant period are available to the public far into the future. A Smithsonian Affiliate and accredited by the American Alliance of Museums, it welcomes more than 120,000 visitors annually, including over 20,000 children and students. NMPW also reaches thousands more through its virtual learning programs. Spanning six acres in downtown Fredericksburg, Texas, it features three galleries with more than 55,000 square feet of indoor exhibit space, 40 media installations, almost 1000 artifacts, 15 macro-artifacts, hundreds of photographs, and thousands of oral histories in its digital archives.

Position

Under the supervision of the Director of Education and Museum Programs, the Living History Coordinator plays a pivotal role in bringing the stories of the Pacific War to life. This position is responsible for developing and implementing engaging living history experiences and educational resources for diverse audiences. This includes ensuring historical accuracy through research, writing copy for supplemental and promotional materials, and coordinating the use of historical artifacts, weapons, and vehicles for programs and demonstrations. Additionally, the Coordinator recruits, trains, and oversees living history volunteers, maintains the living history area, assists with outreach efforts, and works collaboratively with all museum staff to support the museum's mission. The ideal candidate demonstrates confident public speaking abilities, strong organizational and time-management skills, and possesses relevant experience in interpretation, program development, historic research, and volunteer coordination. Physical ability to perform outdoor tasks and availability to work flexible hours, including nights and weekends, are essential.

Responsibilities

- Develops, implements, and evaluates innovative and compelling on-site and off-site living history programs for diverse audiences using immersive and interactive storytelling techniques.
- Conducts research to ensure historical accuracy and authenticity in program content and educational materials.



- Under the supervision of the Director of Education, maintains and inventories the Education Outreach Collection (EOC) while assisting in the expansion of the collection through the EOC accessioning committee.
- Under the supervision of the Director of Curatorial coordinates and documents the use of the armory and historic vehicles for educational programs. Will ensure all Standard Operating Procedures (SOPs) and safety practices are followed and routinely updated alongside the Museum Director and Texas Historical Commission.
- Recruits, trains, and oversees all living history volunteers (Company K) and assists the education team with the training and supervision of interns.
- Oversees and maintains the living history area including maintenance, repairs, groundskeeping, and replacement of equipment and infrastructure throughout the battlefield and Camp Tarawa.
- Researches and understands the needs, interests, and concerns of visitors to ensure programs are relevant, impactful, mission-forward, and adhere to the best practices for programming and interpretation.
- Provides support and/or activities for museum and community events including in-person and virtual programs, outreach, and fundraisers.
- Writes copy for public programs, scripts, interpretive materials, website content, and educational resources.
- Engages with community organizations to develop partnerships, both locally and abroad, in order to expand programs and diversify audiences.
- Performs other appropriate duties as required.

Qualifications

- Bachelor's degree in public history, museum studies, history, education, or a closely related field. An equivalent combination of education and experience may also be considered.
- Relevant experience in program development, historic interpretation, living history, volunteer management, historic research, writing, and/or outreach coordination.
- Knowledge of World War II history, particularly the Pacific Theater, and a commitment to historical accuracy and authenticity
- Available to work flexible hours with some weekends, nights, and travel.
- Physical ability to perform outdoor tasks, including yard work, battlefield maintenance, and living history programs.
- A valid driver's license and the ability to operate a motor vehicle.

Additional Qualifications Desired:

- Strong organizational and leadership skills, with the ability to recruit, train, and motivate volunteers.
- Excellent communication and interpersonal skills, with the ability to perform comfortably in front of large and diverse audiences as well as work collaboratively with staff, volunteers, and community partners.
- Strong organizational and time management skills; ability to collaborate cross-departmentally and work independently without close oversight.
- Knowledge of World War II weapons, vehicles, and battlefield tactics.
- Knowledge of costumed interpretation.
- Demonstrates initiative, flexibility, creativity, and resourcefulness with high energy and a passion for the Museum's mission.

Compensation and Benefits



This is a Full Time, salaried position in the range of \$45,000-\$50,000 with health insurance, sick leave, paid vacation, and holidays. A 403-B retirement savings account is offered.

To Apply

Please submit resume, cover letter with desired salary, writing sample, and the names of three references to Kyna Stys, the Director of Education and Museum Programming at Kstys@NimitzFoundation.org