



**HERITAGE  
FOUNDATION**  
WILLIAMSON COUNTY, TN

DOWNTOWN  
FRANKLIN  
ASSOCIATION

The  
FRANKLIN  
THEATRE

FRANKLIN  
Cove  
ESTATE & GARDENS

History and  
Culture Center  
WILLIAMSON COUNTY, TN

**Job Title:** Outreach Programs & Exhibits  
Coordinator  
**Reports to:** Director of Education and  
Programming  
**FLSA Status:** 20 hours per week/ non-exempt  
**Direct Reports:** No  
**Date Revised:** May 2026

---

## POSITION SUMMARY

The Outreach Programs & Exhibits Coordinator is a part-time role focused on bringing The Moore-Morris History and Culture Center to life throughout Williamson County via spotlight exhibits, traveling installations, outreach programs, pop-up events, and cross-promotional activations. The position's primary responsibilities are concept development, project coordination and execution, ongoing program management, and partner relations/site coordination.

This role facilitates and manages projects in collaboration with the Director of Education and Programming, outside consultants, vendors, subject matter experts, and the marketing team, working within approved budgets and timelines.

---

## Essential Responsibilities

### ***Concept Development***

- Work with the Director of Education & Programming and other internal leaders to translate strategic goals into feasible concepts for spotlight exhibits, traveling/mobile exhibits, and adult public programs.
- Help shape exhibit and program ideas into clear project briefs, including goals, target audiences, core stories/themes, format, and basic resource needs.
- Develop mission-aligned programming that “stewards, interprets, and exhibits artifacts and immersive narratives related to the social, economic, and cultural history of Williamson County and its regional and national influence”.

### ***Project Coordination, Delivery, and Evaluation***

- Coordinate end-to-end project plans for exhibits and programs, including timelines, task lists, vendor and consultant scopes, and key milestones.
- Facilitate the work of content experts, designers, fabricators, and other vendors—rather than performing those functions directly—ensuring deliverables meet agreed specifications, brand guidelines, and budgets.
- Organize logistics for traveling and pop-up exhibits—packing, transport, installation, de-installation, and basic condition checks—in alignment with preservation guidance provided by museum staff/consultants.
- Manage operational details for programs (lectures, genealogy workshops, seasonal heritage experiences, writing/storytelling programs, thematic history events), including venue setup, AV coordination, registration processes, and visitor hospitality.
- Maintain calendars, rotation plans, and checklists for active traveling exhibits, recurring programs, and seasonal offerings to ensure continuity and predictable presence in the community.
- Track basic program and exhibit performance data (attendance, simple surveys, anecdotal feedback) and compile summaries for the Director of Education & Programming and other stakeholders.

### ***Partner Relations and Site Coordination***

- Build and maintain relationships with host venues such as libraries, partner museums, historic sites, churches, community centers, and festivals to support the Museum Without Walls model.
- Serve as the primary logistical contact for partner sites—confirming dates, space requirements, setup needs, and basic cross-promotion expectations.
- Coordinate with partners and internal staff to support joint programs, cross-promotions, and cost-sharing arrangements, following templates and guidance provided by the Director of Education & Programming.
- Represent the History & Culture Center at selected partner meetings and public programs to ensure high-quality execution and strong community relationships.

### **Program Branding and Marketing Collaboration**

- In partnership with the marketing department, help shape and uphold the History & Culture Center’s brand (voice, visual cues, experience standards) within the broader Heritage Foundation brand framework.
- Supply the marketing team with timely, accurate information and creative ideas for campaigns promoting exhibits, programs, pop-ups, and partnerships; collaborate on content calendars and cross-promotions.
- Conceptualize events, resources, and exhibits for the marketing team to voice the History and Culture Center’s desire “to connect all people with Williamson County’s history, culture, and place by cultivating a deeper understanding of ourselves through our collective past”.

*This is a part-time, non-exempt position, dependent on regular and reliable attendance, including some evenings and weekends as required for programs, pop-ups, and partner events.*

### **KNOWLEDGE AND SKILLS**

- Bachelor’s degree in education, history, public relations, business or related field preferred.
- 3 years of experience in project coordination, event or program production, experience operations, or community programming.
- Demonstrated ability to coordinate complex projects with multiple stakeholders, vendors, and timelines.
- Strong administrative and organizational skills and attention to detail; able to manage multiple exhibits/programs in different stages simultaneously.
- Clear, professional written and verbal communication skills; comfortable interacting with partners, vendors, and the public.
- Proficient with standard office and collaboration tools (e.g., Microsoft Office or Google Workspace, basic project management or calendar tools); willing to learn internal systems.
- Comfort working in a fast-paced, mission-driven environment, adapting to evolving needs and opportunities.

### **PHYSICAL AND MENTAL DEMANDS**

- Must thrive in collaborative, dynamic nonprofit settings, balancing public-facing and office-based responsibilities.
- Regularly expected to talk, hear, and communicate clearly in person and by phone/email.
- Ability to lift and move items weighing up to 35–50 pounds for event and exhibit setup and breakdown.
- Visual skills required for reading, computer use, and onsite supervision of programs and installations.
- Must perform effectively in fast-paced settings, manage multiple deadlines, and adapt to changing priorities.
- Able to work both independently and collaboratively as part of cross-functional teams

**WORK ENVIRONMENT**

- Office-based with regular engagement at community locations, partner venues, and event/program sites.
- Frequent public-facing work at programs, pop-ups, festivals, and other activations; some outdoor work in varying weather conditions.
- Occasional evening and weekend work required to support programs and events; limited local travel within Williamson County and the surrounding region.

**I have read the job description and meet or exceed the qualifications to fulfill this position. I understand this job description describes the general nature and work responsibilities of the position and is subject to change as Company needs dictate. I agree to follow the Company's policies, procedures, and rules and to report observed or known violations. I accept the responsibilities listed above and attest I am willing and able to perform these job functions with or without reasonable accommodation. I understand this job description does not alter my at-will employment relationship with the Company.**

Employee Name (please print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This document will be placed in the employee's personnel file.*

Please submit all resumes to Rebekah Rush at [rrush@williamsonheritage.org](mailto:rrush@williamsonheritage.org)