

Indiana Historical Society
Job Description



September 2022

JOB TITLE:	Assistant, Exhibitions Curation
DEPARTMENT/AREA:	Exhibitions
REPORTING RELATIONSHIP:	Director, Exhibitions Research
EMPLOYEES SUPERVISED:	N/A
FULL/PART TIME:	Part time, 20 hours per week
FLSA STATUS:	Non-Exempt

POSITION PURPOSE:

This position provides research and digital media support for exhibitions delivered by the Indiana Historical Society (IHS)

ESSENTIAL FUNCTIONS:

1. Conduct necessary research for exhibitions, using primary and secondary sources.
2. Assist with use of research in a variety of projects and purposes.
3. Conduct research into materials, graphics, and props to inform design, fabrication, and facilitation of exhibit space.
4. Participate on planning teams and in programming meetings.
5. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES

1. Strong research and critical thinking skills.
2. Working knowledge of digital content development.
3. Ability to prioritize and organize multiple tasks to meet deadlines.
4. Excellent communication skills, both verbal and written, for diverse audiences.
5. Excellent computer skills; proficient with basic office equipment and software.

PHYSICAL REQUIREMENTS:

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

QUALIFICATIONS:

MINIMUM: Formal and hands on experience in the history field, particularly in the area of research and digital content development.

Part-time

This position is up to 29 hours/week. Pay is \$13/hour. Benefits include access to employer sponsored retirement plan, employee assistance program, free parking, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, hr@indianahistory.org or Fax: 317/233.0857. Applications will be accepted until the position is filled.

The Indiana Historical Society is an equal opportunity employer.
www.indianahistory.org