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| **Indiana Historical Society** **Job Description** **July 2018** | P:\Logos\We Do History\We Do History - BLANK - Blue 293 - Black - RGB.png |
| **Job Title:** | Exhibitions Research Assistant |
|  **department/area:** | Education & Exhibitions; Exhibitions |
| **Reporting Relationship:** | Director, Exhibitions Research  |
| **Employees Supervised:** | N/A |
| **Full/part time & FTE & Type:** | Part time, 20 hours per week |
| **FLSA Status & pay grade:** | Exempt  |

**POSITION PURPOSE:**

This position provides research support for exhibitions at the Eugene and Marilyn Glick Indiana History Center as well as traveling exhibitions delivered by the Indiana Historical Society. Incumbent researches collections and consults primary and secondary sources related to exhibit topic and researches assigned topics that inform decisions for the content, interpretation, design, and production of the exhibition space. This position, in concert with exhibition team, consults on how visitor experience, design, and content merge to develop the final product.

**ESSENTIAL FUNCTIONS:**

1. Conduct necessary research for exhibitions, using primary and secondary sources.
2. Contribute to efforts to translate research from one form to another based on organizational needs.
3. Conduct research into materials, graphics, and props to inform design and fabrication of contents for the space.
4. Prepare and contribute to Museum Theater Staff training for each new YAT experience.
5. Document all research so that it may be consulted during and after the installation exhibitions.
6. Assist with ongoing project record management.
7. Participate on planning teams and in programming meetings.
8. Perform other duties as assigned.

**ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES**

1. Strong research and critical thinking skills.
2. Detail oriented with the ability to handle multiple tasks at one time.
3. Ability to prioritize and organize tasks, meets specific deadlines, and follows through to completion.
4. Self-starter with the ability to read and follow directions and work with minimal supervision.
5. Excellent communication skills, both verbal and written, for diverse audiences.
6. Excellent computer skills; proficient with Microsoft Office suite as well as basic office equipment.
7. Working knowledge of database management.

**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: B.A. in history or a related field. Experience with or knowledge of general research tools.

PREFERRED: M.A. in history or a related field

**Part-time**

*This position is limited to 20 hours/week. Pay is $14/hour.* No group health or dental benefits are provided for this position. Other benefits include 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***