

Indiana Historical Society

Job Description

July 2021



JOB TITLE:	Event Set-Up Assistant
DEPARTMENT/AREA:	Special Events
REPORTING RELATIONSHIP:	Coordinator, Special Events
EMPLOYEES SUPERVISED:	N/A
FULL/PART TIME:	Part Time
FLSA STATUS:	Nonexempt

POSITION PURPOSE:

This position is responsible for room and equipment set-up and tear-down for the Indiana Historical Society (IHS) programs and rental events.

ESSENTIAL FUNCTIONS:

1. Execute set-up and tear-down of areas needed for facility use including tables, chairs, linens, staging, etc. This includes large equipment.
2. Attend weekly meetings to review event equipment and set-up needs.
3. Inventory, store, and maintain event-related equipment.
4. Conduct daily facility inspections relative to event areas and resolve any issues or problems.
5. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Ability to prioritize and organize tasks, meet specific deadlines, and follow through to completion.
2. Excellent customer service skills.
3. Self starter with the ability to follow directions and work without close supervision.
4. Ability to work an adjusted work schedule which will include weekends and occasional evenings and holidays.
5. Ability and willingness to work indoors and outdoors.

PHYSICAL REQUIREMENTS:

Physical Movement – Stooping, Bending, Kneeling, and Crouching in order to reach & pick up items (This job requires a large amount of movement for extended periods of time).

Standing – Ability to stand for prolonged periods of time.

Strength – Ability to lift & carry items weighing up to 50 pounds.

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.)

Part-time

This position is 10-20 hours/week. Pre COVID-19 hours were closer to 20 hours per week due to volume of events/rentals. Pay is \$12/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, reciprocal benefits at other cultural institutions in Indianapolis, employee assistance program, and access to employer sponsored retirement plan and voluntary insurance plans.

Applications

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

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