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| **Indiana Historical Society**  **Job Description**  **August 2021** | Main4color |

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| **Job Title:** | Associate, Festival of Trees |
| **department/area:** | External Engagement and Special Initiatives |
| **Reporting Relationship:** | Director, External Engagement and Special Initiatives |
| **Employees Supervised:** | N/A |
| **Full/part time & Type:** | Part Time Temporary (End date is January 15, 2022) |
| **FLSA Status:** | Non-exempt |

**POSITION PURPOSE:**

This position is responsible for assisting in room and equipment set-up and tear-down for the Indiana Historical Society’s Festival of Trees and for providing high quality customer service to visitors during the day-to-day functioning of the Festival.

**ESSENTIAL FUNCTIONS:**

1. Work with multiple departments to assist with all aspects of Festival coordination and logistics
2. Execute set-up and tear-down of areas throughout the facility with artificial holiday trees, power strips, timers, and other holiday decorations.
3. Assist with day-to-day operations of the Festival.
4. Maintain care of Festival-related equipment.
5. Assist with visitor programming opportunities throughout the Festival.
6. Assist with daily reporting within the department.
7. 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. Ability to work an adjusted work schedule, including some evenings, weekends, and days surrounding Christmas and New Year's holidays.
3. excellent customer service skills.
4. Ability to provide information in a clear and concise manner.
5. Self-starter with the ability to work without close supervision as well as on a team
6. Attention to detail.
7. Working knowledge of basic office equipment; computer, copier, scanner, etc....

**PHYSICAL REQUIREMENTS:**

Physical Movement – Stooping, Bending, Kneeling, Climbing, 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 35 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 accommodation. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

**PAY & BENEFITS**

**Part-time**

*This position will be 20-29 hours/week. 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 retirement and voluntary insurance plans.

**Applications**

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, [hr@indianahistory.org](mailto: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***