

## Indiana Historical Society

### Job Description

September 2022

<b>JOB TITLE:</b>	Coordinator, External Engagement and Special Initiatives (EESI)
<b>DEPARTMENT:</b>	EESI
<b>REPORTING RELATIONSHIP:</b>	Director, EESI
<b>EMPLOYEES SUPERVISED:</b>	volunteers and interns as needed
<b>FULL/PART TIME:</b>	Temporary Full Time (3 yr grant funded position)
<b>FLSA STATUS AND GRADE:</b>	Exempt Grade A

#### POSITION PURPOSE:

This position is responsible for coordinating the Indiana Historical Society's efforts to be accessible to a state-wide audience

#### ESSENTIAL FUNCTIONS:

1. Support Director, EESI to coordinate and implement large scale programs and events
2. Coordinate creation and implementation of mobile digitization lab
3. Assist with workshops, programs and traveling exhibits as needed
4. Perform other duties as assigned

#### ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Willingness to learn or working knowledge of archival digitization projects and oral history collection
2. Willingness to learn or comfort with driving large towing vehicle
3. Ability to travel statewide and work periodic weekends
4. Ability to work independently
5. Ability to be flexible and adapt to changes in priorities
6. Strong verbal and oral communication skills and the ability to communicate diversely.
7. Excellent computer skills; proficient with Microsoft Office suite as well as basic office equipment.

#### PHYSICAL REQUIREMENTS:

Physical Movement – Stooping, Bending, Kneeling, and Crouching In order to reach & pick up items

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 accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

#### QUALIFICATIONS:

Outgoing personality, 1 year customer service experience, licensed and insured driver with good driving record.

#### PAY & BENEFITS

IHS offers an excellent total compensation package, including health, dental, life and long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, 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](mailto:hr@indianahistory.org) or Fax: 317/233.0857. Applications will be accepted until the position is filled.