

**Indiana Historical Society
Job Description**



October 2021

JOB TITLE:	Coordinator, Education
DEPARTMENT/AREA:	Education and Engagement
REPORTING RELATIONSHIP:	Manager, Education
EMPLOYEES SUPERVISED:	n/a
FULL/PART TIME & TYPE:	Full time regular
FLSA STATUS:	Exempt

POSITION PURPOSE:

This position is responsible for the implementation of educational programs for the Indiana Historical Society (IHS).

ESSENTIAL FUNCTIONS:

1. Develop, implement, and evaluate all National History Day Indiana (NHDI) contests and educational programs
2. Support and prepare students (4th-12 grade) for NHDI contests by providing consultations
3. Utilize educational programs to connect a statewide audience to IHS's archival materials
4. Create virtual learning content
5. Assist in positioning IHS as a resource and consistent communicator for and with Indiana teachers
6. Other duties as assigned

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES

1. Ability to manage multiple tasks simultaneously
2. Excellent communication skills that adapt to a variety of ages
3. Complex problem-solving skills in order to develop and implement solutions
4. Ability to maintain a budget
5. Proficient with basic office equipment and Microsoft Office suite
6. Ability to travel, including some overnight trips
7. Ability to work flexible hours including occasional evenings, weekends, and special events (especially in Spring)

QUALIFICATIONS:

MINIMUM: Experience in event and/or conference planning.

PHYSICAL REQUIREMENTS:

Work is performed in a typical office environment with some work outdoors.

Physical Movement – Stooping, Climbing, Bending, Kneeling, Reaching and Crouching in order to reach & pick up items. Must be able to walk and/or stand for long periods of time. Some vehicle travel beyond two hours will be required.

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.)

PAY & BENEFITS

IHS offers an excellent benefits package, including health, dental, life and long-term disability coverage; employer and employee funded retirement plans; 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 Applications will be accepted until the position is filled.