

JOB TITLE:	Director, Education and Community Engagement
DEPARTMENT/AREA:	Education & Exhibitions; Education and Community Engagement
REPORTING RELATIONSHIP:	Vice President, Education & Exhibitions
EMPLOYEES SUPERVISED:	5 FTE
FULL/PART TIME:	Full Time
FLSA STATUS & PAY GRADE:	Exempt

POSITION PURPOSE:

Leads a team of staff, volunteers, and interns who design and deliver, unique, impactful and engaging IHS programs. Responsible for planning, implementing, evaluating, advocating, and growing Indiana Experience-related programs and mission-based community collaborations for a variety of audiences including and not limited to K-12 students and educators, families and adults at the Eugene & Marilyn Glick Indiana History Center and as outreach statewide. Fosters connections with local community and Indiana history in relevant and sustained ways by building beneficial partnerships, raising the level of civic dialogues passionate about creating opportunities for collaborative learning, and building community support for the IHS mission.

ESSENTIAL FUNCTIONS:

Program Officer

1. Leads organizational vision for mission-aligned education, public programs, and community engagement.
2. Create an atmosphere of collaborative learning.
3. Serve as liaison between Indiana Historical Society and community groups – in some cases represent IHS in community collaborations at the History Center and other venues as appropriate; in other cases serve as a conduit to match IHS staff with appropriate community initiatives.
4. Collaborate with all internal IHS departments to develop and deliver programs to gain support for program initiatives.
5. Support development officers in support of development partner goals.

General Administration & Department Support

1. Motivates a team responsible for developing and providing quality, innovative programs for various audiences including adults, youth, families, students, and teachers.
2. Interacts and engages with a variety of constituencies including audience, visitors, community members and Board members.
3. Effectively manages department finances and is accountable for revenue generation, expense management and overall return on investment.
4. Represent IHS by participating in various community initiatives, and regional and national organizations.
5. Ensure interns are receiving the coaching and mentorship they need to succeed.
6. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Understanding of generally accepted museum education concepts, strategies, ethics, and standards.
2. Superior level of creativity and energy.
3. Must have professional, cordial attitude and presence with an outgoing personality.
4. Strong research and critical thinking skills.
5. Leader with the ability to coach and develop team.
6. Ability and desire to continuously stay current on technology opportunities and advancements that may facilitate education.
7. Superb communication skills, both verbal and written, which includes a significant number of public presentations.
8. Commitment to telling IHS stories in a meaningful and effective way.
9. Excellent computer skills; proficient with Microsoft Office Suite as well as basic office equipment.

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.

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:

MINIMUM: Bachelor's degree in a humanities field, education, or museum studies with an education emphasis, public history, or closely related field. 5 years experience in formal or informal education. Experience working with children and adults. Experience with research, development, implementation and oversight of programs in any learning setting. Valid driver's license, reliable transportation, and willingness to travel, including some overnight trips. Flexibility to work occasional evenings, weekends, and special events – especially during the NHDI season (Spring).

PREFERRED: Master's degree in education, museum studies, public history or related field. 3 years of experience in program leadership producing a variety of programs in a large nonprofit and/or formal K-12 setting.

PAY & BENEFITS

Full-time

The salary will be commensurate with experience and skills. IHS offers an excellent benefits 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 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