

Indiana Historical Society

Job Description

December 2023



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| JOB TITLE: | Director, Exhibits Curation |
| DEPARTMENT/AREA: | Exhibitions |
| REPORTING RELATIONSHIP: | Senior Director, Exhibits |
| EMPLOYEES SUPERVISED: | 2 pt, 1 intern and volunteers as needed |
| FULL/PART TIME & TYPE: | Full time regular |
| FLSA STATUS & PAY GRADE: | Exempt Grade C |

POSITION PURPOSE:

Position serves as curator for exhibits created by the Indiana Historical Society (IHS), translating research into a variety of formats. Position works collaboratively with multiple departments to create an engaging visitor experience.

ESSENTIAL FUNCTIONS:

1. Conduct, supervise and maintain historical research.
2. Organize and write exhibit text/labels, articles for marketing purposes and white papers to support exhibit process.
3. Manage development of online exhibit content.
4. Secure and maintain exhibit inventory (props, images, collections items, furnishings, etc...)
5. Be an authority on IHS exhibits, serving as a resource and point of contact for internal and external partners.
6. Assist in the development of physical and digital exhibit interactives.
7. Assist department with installations and evaluations, maintaining a portfolio of departmental work.
8. Other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES

1. Proven historical research and critical thinking skills.
2. Ability to engage a variety of audiences in meaningful and effective ways.
3. Ability to work with a variety of stakeholders to accomplish goals and tell accurate Hoosier stories.
4. Understanding of museum education concepts, best practices, strategies, ethics and standards.
5. Knowledge of, or willingness to learn, digital interactive programming.
6. Ability to manage staff, reviewing and directing historical research.
7. General understanding of Indiana and American history.

QUALIFICATIONS:

Master's degree or equivalent work experience

PHYSICAL REQUIREMENTS:

Manual Dexterity – Ability to handle fragile items with care

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

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.)

TOTAL COMPENSATION

IHS offers an excellent compensation package. Benefits include 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 as well as 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 or at hr@indianahistory.org. Applications will be accepted until the position is filled.

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