

JOB TITLE: Director, Exhibits
DEPARTMENT: Exhibitions
REPORTING RELATIONSHIP: Vice President, Business and Operations
EMPLOYEES SUPERVISED: 4 FT, 2 PT, indirectly 1 intern
FULL/PART TIME & FTE: Full Time Regular
FLSA STATUS & PAY GRADE: Exempt Grade C

POSITION PURPOSE:

Position guides the Indiana Historical Society's (IHS's) exhibit's department in accordance with the organization's strategic plan and goals.

ESSENTIAL FUNCTIONS:

1. Direct exhibit content, whether digital or physical, to maximize the visitor experience and tell engaging Hoosier stories.
2. Create and maintain department budget.
3. Organize and present exhibit plans in a variety of formats for internal and external partners.
4. Coordinate and participate in the fabrication, installation, and dismantling of all exhibits.
5. Evaluate department production against organization initiatives and industry standards, facilitating changes as needed.
6. Evaluate and maintain appropriate storage for archival items, props and furniture.
7. Maintain department portfolio of projects.
8. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Proven technical exhibit development skills.
2. Understanding of generally accepted museum education concepts, strategies, ethics, and standards.
3. Knowledge of ethical, legal, and copyright issues as they relate to historical research libraries.
4. Ability to work with a variety of stakeholders to accomplish departmental and organizational goals.
5. Strong organizational skills-directing multiple projects in varying stages of production against deadlines
6. Ability to organize and manage fiscal resources within the structure, culture, and mission of a nonprofit organization.
7. Ability to think creatively and willingness to explore new processes to keep exhibits fresh and engaging.

QUALIFICATIONS:

5 years exhibition development experience and at least 3 years supervisory experience

PHYSICAL REQUIREMENTS:

Strength – Ability to lift & carry items weighing up to 50 pounds.

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

Manual Dexterity – Ability to handle fragile items with care.

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 nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send an [application](#), resume, and a cover letter (as needed) 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.