Indiana Historical Society

**Public Programs Summer Intern**

Job Description

**Job Title**: Summer Intern, Public Programs

**Department**: Education and Community Engagement

**Reporting Relationship**: Coordinator, Public Programs

Part Time, with flexible hours and some evening and weekend time required

**Time Period:** May 2018 to August 2018

**Position Purpose:**

The Public Programs Sumer Intern will help the Eugene and Marilyn Glick Indiana History Center staff envision and implement engaging programs to connect visitors to Indiana’s past. Interns should be passionate about history, museums, and storytelling; enthusiastic about finding creative ways to share research; and excited to learn and grow in this role.

**Essential Functions:**

* Participate in the facilitation of awesome summer public programs.
* Assist in development and preparation of upcoming public programs, including those associated with holidays, IHS collections, genealogy, and exhibitions.
* Aid in research and development for upcoming programs, specifically the Whodunit? Murder Mystery program. This includes historical research, creation of clues activities, and development of museum theater characters.
* Other duties as assigned.

**Essential Knowledge, Skills, & Abilities:**

* Fierce historical researcher, with a penchant for sleuthing out intriguing narratives or sniffing out stories from historical sources.
* Enthusiastic and positive personality with demonstrated ability professional demeanor and strong interpersonal skills.
* Strong interpersonal skills, people person. Must be able to help facilitate a memorable experience for guests of diverse ages and backgrounds.
* Strong communicator and collaborator, both written and verbal. Must be able to communicate consistently and effectively with peers, staff, and partners about progress, questions, and concerns.
* Team player. Thrives within a highly collaborative team environment.
* Flexibility in changing environments and departmental needs. Adept at going with the flow, adjusting at a moment’s notice, and keeping multiple plates spinning.
* Strength: Ability to lift 35 pounds.
* Reliable transportation may be needed to occasional offsite programs.
* Savvy computer skills, especially around Microsoft Office suite and basic office equipment.

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined on a IHS on a case-by-case basis, in accordance with the ADA.)