

## Indiana Historical Society Intern Description



March, 2022

**TITLE:** Intern  
**DEPARTMENT/AREA:** External Engagement and Special Initiatives  
**REPORTING RELATIONSHIP:** Director, EESI  
**EMPLOYEES SUPERVISED:** n/a  
**FULL/PART TIME & TYPE:** Temporary, May 16<sup>th</sup>-July 22<sup>nd</sup>

### POSITION PURPOSE:

This position assists the External Engagement and Special Initiatives department of the Indiana Historical Society (IHS)

### ESSENTIAL FUNCTIONS:

1. Work with internal and external stakeholders to plan and market large scale events
2. Continue contribution to large scale events via day of logistical support
3. Participate in all applicable meetings
4. Maintain event related website pages
5. Maintain database of event partners

### ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES

1. High level of organization with attention to detail
2. Ability to communicate well via verbal or written means
3. Comfort with Microsoft office products and basic office equipment

### QUALIFICATIONS:

**MINIMUM:** Some customer service experience and an interest in learning more about program/event coordination.

### PHYSICAL REQUIREMENTS:

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

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

#### Part-time

*This position is limited to 30 hours/week. Pay is \$12/hour.* Benefits include employee assistance program, access to voluntary insurance plans, free parking, 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](mailto:hr@indianahistory.org). Applications will be accepted until the position is filled.

***The Indiana Historical Society is an equal opportunity employer.***  
***[www.indianahistory.org](http://www.indianahistory.org)***