

Indiana Historical Society

Intern Description

March 2022



JOB TITLE:	Intern
DEPARTMENT:	Education and Engagement
REPORTING RELATIONSHIP:	Director, Education and Engagement
EMPLOYEES SUPERVISED:	N/a
FULL/PART TIME:	Up to 20 hrs per week (Aug-May, approx.)
FLSA STATUS & PAY GRADE:	Non-exempt, \$12/hour

POSITION PURPOSE:

Position assists with the creation and implementation of virtual and in-person programs for a variety of audiences

ESSENTIAL FUNCTIONS:

- Collaborate with interdepartmental teams to research, develop, and prepare for programs
- Assist with the execution of programs both in-person and virtually
- Assist with the execution of recorded videos
- Facilitate student experiences through in-person and virtual programs as needed
- Assist with the development of program elements, including but not limited to: activities, handouts, classroom guides, administration reports
- Other duties as assigned

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

- Comfortable in a team-based environment with ability to work independently
- Customer-centered approach
- Clear written and verbal communication skills
- Ability to multi-task
- Working knowledge of Microsoft Office or other word processing applications
- Experience completing research-based projects
- Willingness to learn and/or improve research, technology and program development skills
- Working knowledge of video conferencing tools preferred

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.

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.)

SCHEDULE:

No more than 20 hours per week, with a minimum of 10 per week; hours can flex between normal business hours, evenings, and weekends as needed. Flexibility to work both in the office and remote. Must have access to personal computer for remote work; a computer will be provided for in-person work. Hours will include at least one evening per month, and some weekends and/or special events.

PAY AND BENEFITS

This position is limited to at most 20 hours/week for 40 weeks. Pay is \$12/hour. Benefits include free parking, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.