

Indiana Historical Society

Job Description

February 2023



JOB TITLE:	Manager, Education
DEPARTMENT/AREA:	Education and Engagement
REPORTING RELATIONSHIP:	Director, Education and Engagement
EMPLOYEES SUPERVISED:	Interns and volunteers as needed
FULL/PART TIME & TYPE:	Full time regular
FLSA STATUS:	Exempt B

POSITION PURPOSE:

This position is responsible for the implementation of educational programs aimed at the K-12 audience for the Indiana Historical Society (IHS) and supporting departmental initiatives as needed.

ESSENTIAL FUNCTIONS:

1. Develop, implement, and evaluate all National History Day Indiana (NHDI) contests and educational programs.
2. Collaborate with internal and external partners to develop and implement educational programs and resources in a variety of formats for a variety of audiences.
3. Cultivate and sustain relationships with educators throughout the state.
4. Stay current on best practices and trends within formal and informal education, particularly history and social studies.
5. Other duties as assigned.
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ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES

1. Ability to manage multiple tasks simultaneously.
2. Excellent written and verbal communication skills that adapt to a variety of ages.
3. Complex problem-solving skills in order to develop and implement solutions.
4. Ability to make public presentations to a variety of groups/group sizes.
5. Proficient with basic office equipment and Microsoft Office suite
6. Ability to travel, including some overnight trips.
7. Ability to work flexible hours including occasional evenings, weekends, and special events (especially in Spring)

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. Some vehicle travel beyond two hours will be required.

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.)

QUALIFICATIONS:

Bachelor's degree in applicable field or 3 years equitable experience, with at least one year of program creation/implementation experience. Valid driver's license.

PAY & BENEFITS

IHS offers an excellent benefits package, including health, dental, life and long-term disability coverage; employer and employee funded retirement plans; 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 a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, hr@indianahistory.org Applications will be accepted until the position is filled.