

**Indiana Historical Society**  
**Job Description**



November 2021

<b>JOB TITLE:</b>	Manager, Engagement
<b>DEPARTMENT/AREA:</b>	Education and Engagement
<b>REPORTING RELATIONSHIP:</b>	Director, Education and Engagement
<b>EMPLOYEES SUPERVISED:</b>	Interns & volunteers (as necessary)
<b>FULL/PART TIME:</b>	Full time
<b>FLSA STATUS &amp; PAY GRADE:</b>	Exempt

**POSITION PURPOSE:**

This position will collaboratively develop, deliver, and evaluate virtual and in-person public programs for a variety of audiences.

**ESSENTIAL FUNCTIONS:**

1. Collaborate with internal and external stakeholders to develop and implement programs for a variety of audiences virtually and in person.
2. Maintain program partner contact database.
3. Conduct primary and secondary research to develop program content.
4. Create marketing text for use in all printed and virtual publications.
5. Create program evaluations and track key performance indicators
6. Mentor and coordinate staff and interns on projects as appropriate.
7. Engage visitors virtually and in-person through creative use of programming resources.
8. Assist Director with annual budget preparation, monthly budget tracking, and other data tracking as needed.
9. Perform other duties as assigned.

**ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES**

1. Customer-service oriented approach to public engagement; Collaborative approach to program development.
2. Excellent communication skills, ability to communicate to diverse audiences
3. Strong organizational skills
4. Ability to think strategically
5. Complex and creative problem-solving skills in order to develop and implement solutions.
6. Adaptable to new technologies, techniques, and methods of engagement. Excellent computer skills.
7. Ability to manage multiple projects simultaneously.
8. Ability to travel, including some overnight trips and flexibility to work evenings, weekends and holidays

**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.

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.)

**QUALIFICATIONS:**

**MINIMUM:** Bachelor's degree or 3 years experience producing a variety of programs. 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](mailto:hr@indianahistory.org) Applications will be accepted until the position is filled.