

January 2024

<b>JOB TITLE:</b>	Researcher
<b>DEPARTMENT/AREA:</b>	Exhibits
<b>REPORTING RELATIONSHIP:</b>	Senior Director, Exhibits
<b>EMPLOYEES SUPERVISED:</b>	1 Intern
<b>FULL/PART TIME &amp; TYPE:</b>	Full-time Regular
<b>FLSA STATUS &amp; PAY GRADE:</b>	Exempt Grade A

---

**POSITION PURPOSE:**

Position oversees and conducts all necessary research for the Indiana Historical Society's (IHS's) exhibits department.

**ESSENTIAL FUNCTIONS:**

1. Conduct, supervise and maintain historical research for all departmental projects and initiatives.
2. Provide completed research to multiple internal departments.
3. Organize and write historical content.
4. Work with internal partners to select images and media, obtaining necessary permissions and copyrights.
5. Coordinate department's acquisition, use, care, and display of artifacts.
6. Other duties as assigned.

**ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES**

1. Proven historical research and critical thinking skills.
2. Ability to engage a variety of audiences in meaningful and effective ways.
3. Ability to work with a variety of stakeholders to accomplish goals and tell accurate Hoosier stories.
4. Understanding of museum education concepts, best practices, strategies, ethics and standards.
5. Ability to manage, review and direct historical research.
6. General understanding of Indiana and American history.

**QUALIFICATIONS:**

Master's degree or equivalent work experience

**PHYSICAL REQUIREMENTS:**

Manual Dexterity – Ability to handle fragile items with care

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.)

**TOTAL COMPENSATION**

**Full-time**

IHS offers an excellent compensation package. Benefits include health, dental, life and long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; 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 or at [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)