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| JOB TITLE: | Specialist, Education and Engagement |
| DEPARTMENT: | Education & Engagement |
| REPORTING RELATIONSHIP: | Director, Education and Engagement |
| EMPLOYEES SUPERVISED: | N/A |
| FULL/PART TIME: | Part Time, no more than 25 hours/week |
| FLSA STATUS & PAY GRADE: | Non-Exempt |

POSITION PURPOSE:

This position is involved in the development, implementation, and facilitation of departmental programming initiatives.

ESSENTIAL FUNCTIONS:

- Develop/assist with developing program elements including but not limited to content scripts and activities.
- Implement/assist with implementing virtual and in-person programming initiatives for all audiences.
- Assist with the development of asynchronous educational videos for student and adult researchers.
- Work collaboratively to track data and program evaluation as needed.
- Support annual department initiatives.
- Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

- Excellent communication and presentation skills, ability to communicate to diverse audiences.
- Basic understanding of or willingness to learn editing digital content
- Ability to manage multiple tasks simultaneously.
- Ability to work independently or as part of team to accomplish tasks.
- Excellent computer skills, and willingness to learn new skills as needed.
- Ability to travel, including some overnight trips.
- Ability to work flexible schedule including occasional evenings, weekends and special events.

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.)

Part-time

This position is limited to 25 hours/week. Pay is \$13/hour. Benefits include free parking, staff discounts in the Basile History Market and the Stardust Café, reciprocal benefits at other cultural institutions in Indianapolis, employee assistance program, and access to employer sponsored retirement plan and voluntary insurance plans.

Applications

Please send a cover letter and resume to: Senior Director, Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or hr@indianahistory.org. Applications will be accepted until the position is filled.

The Indiana Historical Society is an equal opportunity employer.
www.indianahistory.org