

**Indiana Historical Society
Job Description**



January 2012

JOB TITLE: Assistant Coordinator, Education and Community Engagement
DEPARTMENT: Public Programs - CCPPP
FLSA STATUS & PAY GRADE: Exempt A
REPORTING RELATIONSHIP: Director, Education & Community Engagement
EMPLOYEES SUPERVISED: n/a
FULL/PART TIME: Part Time, 30 hours/weekly

POSITION PURPOSE:

This position works with the Director, Education and Community Engagement to create and/or implement public programming for adult and family audiences at the Indiana Historical Society tied to the *Indiana Experience* (IE) and other community and family focused initiatives. This position also works with other department staff, as assigned, to research, coordinate, develop, and implement and/or evaluate history-based educational programming.

ESSENTIAL FUNCTIONS:

1. Create, implement, and evaluate annual and on-going (i.e. “value added”) programming related to; IE, public educational programming, community and family-focused programming, and educational programs for youth/student audiences.
2. Assist Director, Education and Community Engagement with; efforts to improve and evaluate value-added programming, development and implementation of public and community initiatives.
3. Assist with soliciting potential volunteers, judges, and special award contributions, as assigned, for National History Day Indiana (NHD).
4. Assist with planning, implementation, and logistical support at NHD district and state contests.
5. Serve on IHS sub-committees as needed to develop a cohesive menu of special events and educational program offering.
6. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES

1. Enthusiasm and ability to inspire youth through history-related programs. Knowledge of IHS and the National History Day contest a plus.
2. Interest in history education and history-related careers, including museum studies. An understanding of generally accepted museum education concepts, strategies, ethics, and standards. Experience with public or school programming in a nonprofit setting a plus.
3. Excellent research skills and a strong knowledge of library terminology, Internet sites, and additional research techniques.
4. High level of creativity, energy, and intellect.
5. Ability to carry out multiple routine and detailed work projects in a timely and accurate manner without close supervision.
6. Professional outgoing personality plus good communication skills, both verbal and written.
7. Commitment and sensitivity to working with diverse audiences, including adult learners, elementary and secondary students, teachers, parents, IHS staff, and volunteers.

QUALIFICATIONS:

Minimum: BA/BS in education, museum studies with education emphasis, public history or related field. Experience and knowledge of research techniques. Experience in developing public presentations and using AV equipment. Valid driver’s license, reliable automobile, and a willingness to travel, including some overnight trips and weekends. Character and reputation which are consistent with the job requirements, including genuine interest in youth and concern for their welfare. Experience with personal computers to include: Microsoft Office Suite and database software programs.

Preferred: At least one year of experience teaching in the classroom setting with an emphasis on teaching history/social studies at the middle or high school level. MA/MS in education, museum studies with education

emphasis, public history or related field. Experience developing a educational programs from inception to completion, including evaluation. Experience working with variety of people in informal public education.

Part-time

This position is regular, part-time, based on 30 hours per week. The work schedule is flexible within the hours of 8:30 a.m. to 5:00 a.m., Monday through Friday, with additional evening and weekend hours as required by the needs of the programs and events. No group health or dental benefits are provided for this position. Other benefits include free parking, staff discounts in the Basile History Market and the Stardust Café, reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send a cover letter and resume to: April Kerber, Senior Director, Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, hr@indianahistory.org or Fax: 317/233.0857. Applications will be accepted until the position is filled.

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