

JOB TITLE:	Coordinator, Learning
DEPARTMENT:	Education & Community Engagement
REPORTING RELATIONSHIP:	Director, Education & Community Engagement
EMPLOYEES SUPERVISED:	Interns as necessary
FULL/PART TIME:	Full Time
FLSA STATUS & PAY GRADE:	Exempt A

POSITION PURPOSE:

The Indiana Historical Society (IHS) is looking for a Hoosier history fanatic to assume the role of the Coordinator of Learning. This person is excited about encouraging both students and educators to DO HISTORY. This person will develop, deliver and evaluate learning programs for school-aged children, professional development for educators, participate in grant-funded initiatives and cultivates educational partnerships in support of the Indiana Historical Society's strategic plan. This person has meticulous attention to detail and is a master collaborator and able to work effectively independently and as part of a talented team organization-wide!

ESSENTIAL FUNCTIONS:

Learner & Educator Engagement

- Collaboration with the Director of Education & Community Engagement, develop and implement on-site, off-site and digital K-12 education programs, lectures, tours, gallery activities, workshops, lesson plans and curricula that align with appropriate Indiana education standards
- Advocate for student and educator visitors during exhibit planning process and provide appropriate training to enhance the student and educator experience
- Coordinate educator conferences, workshops and other professional development opportunities
- Evaluate programs and advise business and program decisions based on gathered data
- Collaborate with Visitor Services Coordinator for school field trip needs. Ensure department team is trained to lead school field trips
- Visit schools statewide to promote IHS as the place for educators to connect with Indiana's stories and resources
- Support student and educator initiatives including but not limited to History Clubs and National History Day

Education Administration

- Maintain department's database of education contacts
- Stay current on best practices and trends in informal and formal education
- Collaborate with marketing to manage annual educator resource guide production
- Maintain consistent messaging on appropriate webpages, write promotional descriptions, social media copy, and blog posts to increase awareness of IHS programmatic offerings and education resources
- Serve as education spokesperson as necessary
- Create and maintain effective relationships with external organizations, and collaborate with development to maintain funder relationships

General Administration & Department Support

- Serve as member of various internal teams and actively contributes to annual plans to achieve education-based goals
- Assist Director with annual budget preparation and monthly budget tracking
- Train and supervise interns and volunteers as necessary
- Administer general department organization such as timekeeping, budget accountability, meetings, etc.
- Perform other duties as assigned

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

- Understanding of elementary and secondary teaching of history and social studies
- Understanding of generally accepted museum education concepts, strategies, ethics, and standards
- Commitment to telling IHS stories in a meaningful and effective way
- Excellent communication skills, both verbal and written, and experience with and confidence in making public presentations
- Ability to manage multiple projects simultaneously
- Complex problem solving skills in order to develop and implement solutions
- Excellent computer skills; proficient with Microsoft Office suite as well as basic office equipment
- Experience with event and conference planning a plus

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 in Education, Museum Studies with an education emphasis, public history, or closely related field. 3 years experience in formal or informal education. Experience working with children and adults. Experience with research, development, implementation and oversight of programs in any learning setting. Superb verbal, written and presentation skills required, and experience with Microsoft Office suite of products. Valid driver's license, reliable transportation, and willingness to travel, including some overnight trips. Schedule is primarily Monday through Friday, but maintain flexibility to work occasional evenings, weekends, and special events. Must successfully pass criminal background check.

PREFERRED: Master's degree in Education, Museum Studies, Public History or related field. 5 years of experience producing a variety of educational programs in a large nonprofit and/or formal K-12 setting.

PAY & BENEFITS

The salary will be mid-\$30's annually. IHS offers an excellent benefits package, including 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, 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