

**Indiana Historical Society
Job Description**



November 2009

COLLECTIONS, CONSERVATION, PUBLIC PROGRAMS, AND PRESS:

Public Programs

Historic Interpreter (first person) and Experience Facilitator (third person)

Grade Level: Part-time, Time-Limited

Reports to: Director, Interpretation

These positions serve as the front line staff of the Indiana Historical Society. The Historic Interpreters and the Experience Facilitators work under the same umbrella and in some cases one employee can fill both positions. Please indicate if you are applying for one or both positions.

Nature of work – Historic Interpreter

The Historic Interpreters work with the Director, Interpretation to guide the visitor's throughout their time in the *You Are There* experiences. These are costumed positions where the employee remains in character throughout their shift. The historic interpreters provide accurate information to the guest based on their subject matter and environment.

This person will provide the guests of the Indiana Historical Society with a visitor-led, immersive learning experience. Interpreters will, along with their environment, allow guests to put themselves in a pre-determined place and time. This is a non-scripted, fact based improvisation based on people and events in Indiana's history. Interpreters will portray both real and composite characters.

Nature of work – Experience Facilitator

The Experience Facilitators work with the Director, Interpretation to implement and guide the visitor's interaction with the hands-on areas of the Indiana Historical Society. These areas include the History Lab, INvestigation Stations, The Cole Porter Studio, and others. This person may also lead scripted behind the scenes tours of the building.

Responsibilities

Historic Interpreter (first person)

1. Utilize provided research to develop first person programming, background, and biographies.
2. Transport IHS guests back in time through sharing information in an engaging, natural tone and manner helping to make a real connection between today's audience and the past.

Experience Facilitator (third person)

1. Help guests navigate the Indiana Experience components and designated activities.

Historic Interpreter (first person) and Experience Facilitator (third person)

1. Provide guests with the highest level of customer service in the city.
2. Manage costumes, props, and other materials utilized in the Indiana Experience components.

3. Attend department meetings and prepare and submit required paperwork in a timely manner.
4. Perform other duties as assigned.

Essential knowledge, abilities, and skills

1. An understanding of generally accepted museum education concepts, strategies, ethics, and standards.
2. Enthusiasm and ability to inspire visitors of all ages through history-related programs; high level of creativity and energy; outgoing personality with a good sense of humor.
3. Strong public speaking skills.
4. Ability to take research materials and develop first and/or third person interpretation, interpretive programming, including character bios, and background.
5. High regard for history, the historical profession, and the IHS mission.
6. Commitment and sensitivity to working with diverse audiences, including ability to work well with a variety of people, including IHS visitors, volunteers, and staff.
7. Promptness and reliability.
8. Active listening skills with the ability to creatively solve problems.

Minimum Qualifications

1. Must be able to absorb information quickly and respond using a wide range of knowledge to provide information in a clear manner, answering visitor's questions.
2. Must be genuinely interested in transferring accurate information and knowledge and in the general welfare of student groups and guests of all ages.
3. Able to work in historic costume and/or IHS staff uniform while maintaining correct and appropriate interpretive behavior and skills.
4. Able to facilitate varied audiences for long periods of time.
5. Experience working with the public or school programming in a nonprofit setting or other related customer service field.
6. A background in historic interpretation, the performing arts, or other related experience, a plus.
7. The ability to communicate in Spanish, ASL, or other languages a plus.

Hours, pay and benefits

The part time position is budgeted for \$10 an hour, up to 30 hours/week between the hours of 8:30a.m. and 5:30 p.m., Tuesday through Saturday with the possibility of additional weekend and evening hours. Part-time employees are not eligible for group health and dental insurance, but are eligible to participate in voluntary benefits. Other benefits include free parking, staff discount at the History Market and cafe, and reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send a cover letter and resume to: Daniel Shockley, Director, Interpretation, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202. Fax: 317/234-0427, Email: dshockley@indianahistory.org Applications will be accepted until the positions are filled.

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