

**Indiana Historical Bureau
Position Announcement – Historical Education Specialist 4
June 3, 2011**

This job opportunity was posted Friday, June 3 in the State of Indiana Job Bank. It is in the Environment and Natural Resources Job Category with a Posting Title of Historical Education Spec 4, Job ID: 573810. You must apply before midnight on Sunday, June 26, 2011.

YOU MUST APPLY ONLINE THROUGH THE JOB BANK. Please go to <http://www.in.gov/spd/2334.htm> and follow directions to begin the process. YOU MUST INCLUDE A COPY OF YOUR RESUME IN YOUR ONLINE PROFILE.

APPLICANTS MUST ALSO SEND A RESUME WITH A COVER LETTER TO pbennett@history.in.gov, IN ADDITION TO ENTERING MATERIALS IN THE JOB BANK.

Job Description

The Indiana Historical Bureau is seeking to fill its newly vacant History Education Specialist 4 position. The History Education Specialists fulfill vital elements in the overall mission of the agency. Each incumbent develops a greater awareness of Indiana's history among Indiana's citizens of all ages and among tourists who visit the Hoosier state—in person or via the Web. Bureau programs and publications are achieved through a team approach that encompasses all agency staff. History Education Specialists play a key role in the agency, taking an active part in the planning, implementation, and evaluation of Bureau programs, publications, activities, and projects and advising the Director on various topics. Each History Education Specialist serves as point person for various functions; the incumbent of the position being advertised will be point person for the website. Website design and content also are a collaborative team effort. Some Web experience is desirable, but additional training in the use of the State of Indiana Content Management System will be provided.

Responsibilities

The incumbent is expected to function efficiently and in good humor as a member of a team, whose major goal is excellent and appropriate service to its constituents—the citizens of the state and others who use our products and services. It is expected that the incumbent will achieve high quality performance in all activities since the agency reputation depends upon that. The incumbent is expected to demonstrate the highest levels of professional performance in accordance with standards in the history field. Because of the size of the agency, the History Education Specialists, and other employees, are called upon to carry out various administrative duties necessary to the operation of the agency. The ability to communicate effectively is key.

Position duties and responsibilities include, but are not limited to, the following:

I. Participate as a member of the Historical Marker Program team

- A. Working with other members of the marker team prepare application materials for the program taking into account changes in guidelines established by the Indiana Library and Historical Board, general fund appropriations from the , General Assembly, and any special program emphases.
- B. Carry out processing of applications, working with the Director and other History Education Specialists (the Marker Team). This process includes review of submitted materials, historical research to document the marker application topics—especially using primary source materials, evaluation of sources and evidence, and preparation of accurate written narratives to convey the importance of the topic for text writing.
- C. Attend weekly meetings of the Marker Team to review the progress of application processing.
- D. As needed, help represent the state at marker dedications (generally weekend days) often giving speeches and media interviews, issue press releases, maintain historical/archival files, make recommendations for changes in procedures/policies for the program, update and implement the marketing plan for the program.
- E. As needed, help to implement the marker repair and maintenance program.
- F. As needed, help to implement the Cemetery Heritage Initiative and other special format signs, including preparation of camera-ready artwork.

II. Participate in the development, implementation, and evaluation of all Bureau program components.

- A. Maintain, develop, and revise educational materials about Indiana history which fulfill the goals of the Bureau; oversee and carry out production and printing or Web publication of those materials.
- B. Participate in the evaluation of materials, resources, and programs of the Bureau, and make recommendations to the Director.
- C. Be aware of current Bureau projects and contribute to their success as needed.
- D. Working with the Indiana Office of Technology (IOT) and appropriate IT persons from other agencies, design and maintain the Bureau Web site as an integral part of the delivery of programs, publications, and services to the public—frequently initiating the selection and preparation of content material to add to the Web site.

III. Participate in the development, research, writing, and production of educational and other publications as assigned.

- A. Develop educational and instructional curriculum materials, which encourage the study of Indiana history and culture.
- B. Carry out research and copy preparation according to agency standards, including the maintenance of a database of resources and references for each project and computer files of prepared copy.
- C. Develop and produce other Bureau materials for print and Web publication.

IV. Participate in long and short term planning for the agency.

- A. Demonstrate an understanding of the goals of the agency and understand how the programs, publications, and activities fit into the larger context.
- B. Take an active role in agency planning sessions and help to develop program goals,

objectives, and individual work plans that fit within the larger context.

C. Help to implement and monitor achievement of adopted short and long term goals for agency programs, publications, and other services.

D. Participate in the evaluation of materials, resources, and programs of the Bureau, and make recommendations to the Director

E. Take part in the continuing evaluation, updating, and improvement of established guidelines and procedures for events and activities in order to increase the effectiveness of limited resources.

F. Be aware of current Bureau projects and contribute to their success as needed.

V. Interact with various constituents of Bureau programs, publications, and activities.

A. Plan, design and/or construct displays and exhibits that convey to audiences what programs, publications, and activities the Bureau has available for the public. Make these exhibits available in the state complex, at meetings and events, at workshops, and on the Web site to reach a variety of audiences.

B. Plan and present programs and related workshops, seminars, exhibits, and tours—which are frequently collaborations with other agencies and organizations—for students, teachers, and the general public about history education and the programs and publications of the Bureau. Provide Web extensions for these activities.

C. Serve on or monitor advisory committees, commissions, etc. related to collaborative programs supported by the Bureau as part of its mission, such as, the Indiana Council for History Education, Civil War 150, Bureau Centennial 2015, State House black history display and website, and other commemorative activities.

VI. Market products for sale by the Bureau and create higher visibility for the agency.

A. Create or support educational displays of sale materials in the Bureau Book Shop and State Library Building cases to attract people to the Bureau Book Shop, to purchase materials, and to become aware of Bureau programs and publications.

B. Create and maintain full catalog with images of sale materials for the Bureau Book Shop on the Bureau Web site to attract people to the Book Shop, to purchase materials in person and via e-mail, and to become aware of Bureau programs and publications.

C. Prepare press releases about Bureau programs, publications, and activities and distribute them to news media.

D. Seek out and supply information in other venues that can promote Bureau products and the mission of the Bureau.

VII. Carry out required administrative needs.

A. Complete reports for meetings of the Indiana Library and Historical Board.

B. Complete required staff activity forms.

C. Back up for order fulfillment when necessary.

D. Back up customer service needs for book shop and answer agency's main phone line.

E. Help with stocking of publications and inventory movement as necessary.

Benefits

The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity

The State of Indiana is an Equal Opportunity Employer.

Qualifications

Four (4) years full-time professional experience in the development or coordination of an historical or cultural program. Substitutions: Accredited college training in any of the following areas may substitute for the required experience with a maximum substitution of four (4) years. (Fifteen (15) semester hours in Anthropology; Archaeology; Education; History; or in a related area.) Master's Degree is preferred, but not required.

Additional Comments

Preferred knowledge, skills and abilities include knowledge of and ability to carry out historical research in primary sources; to evaluate sources and evidence; to prepare accurate, clear, and concise narratives; to carry out the Web-related aspects of the job description; experience with databases; public programming and educational programming experience; knowledge of Indiana and U.S. history.