

Events Associate

Full-/Part-Time:	Full-time
Benefits:	Health, dental and vision insurance (company pays part of employee coverage), life insurance, long-term disability insurance and 403(b) match of 10% after the first year of employment.
Salary:	\$38,000-\$45,000
Immediate Supervisor:	Director of programs

Description: Do you believe that the humanities (history, literature, civic education, languages, cultural studies, philosophy and ethics, etc.) can transform lives, deepen our understanding of ourselves and others, and build collaborative and inclusive communities? Do you like designing and executing events that bring people together to talk, learn and connect?

If so, Indiana Humanities would love for you to join our team!

Indiana Humanities is hiring an events associate to assist with designing, planning, organizing and executing Indiana Humanities programs. The ideal candidate is passionate about the humanities, experienced in event planning and logistics, curious, a good listener, highly collaborative and creative.

Indiana Humanities is a statewide nonprofit dedicated to promoting the public humanities. We are a grant maker, a neutral convener, a facilitator, program partner and much more. We strive for an Indiana where the humanities belong to everyone, where action is rooted in insight and where community grows from conversation. Like all members of the Indiana Humanities team, this professional should be committed to our mission and exhibit our values of inclusivity, curiosity, community, creativity and partnership.

Responsibilities:

- Coordinating virtual and in-person event details and design of various programs, both large and small. This includes managing an event website and registrations, planning, setup, logistics and more.
- Researching and planning for excursions, such as finding possible sites and visiting locations for Indiana Humanities initiatives. This includes connecting, collaborating, and maintaining relationships with local program partners.
- Working collaboratively with other programs and communications team members to make sure that the details of each program help audiences engage with the humanities and that programs are well-communicated to the public.
- Promoting and managing the Nicholson House event spaces for use by external groups.
- Assisting with planning and logistics for the 2023 National Humanities Conference in Indianapolis.
- Maintaining accurate and up-to-date contact records and program attendance data in our internal database.
- Occasionally staffing Indiana Humanities events during evening and/or weekend hours.
- Occasionally traveling around the state to Indiana Humanities-sponsored events.

Knowledge/Skills/Abilities:

- Has an interest in and/or background in a field of humanities study, including but not limited to history, literature, civic education, languages, cultural studies, philosophy or ethics.
- Prioritizes equity and accessibility and has strategies for making events as inclusive as possible.
- Is a problem-solver and takes ownership of projects.
- Can point to concrete examples of project management experience, showing how their leadership contributed to a successful outcome.
- Is goal-oriented, motivated to set and accomplish ambitious objectives, and responsive to feedback.
- Has excellent organization and task-management skills, including the ability to prioritize in a busy, fast-paced work environment.
- Enjoys working as part of a team but also can be self-directed.

- Has excellent oral and written communications skills.
- Is committed and reliable.

Knowledge/Skills/Abilities:

- High school diploma or GED
- Two to three years' experience in event planning and logistics

We realize there are great candidates who won't check all of these boxes, and we also know you might bring important skills that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself.

Indiana Humanities is an equal opportunity employer, and our hiring process is inclusive of all genders and gender expressions, races and ethnicities, religions and sexualities as well as veterans and people with disabilities.

Indiana Humanities is following the federal, state, local and CDC guidelines regarding Covid practices. Our offices are located near downtown Indianapolis in a lovingly restored historic home built by Indiana author Meredith Nicholson. Our office hours are 8:30 a.m. to 5 p.m., but we offer flexible working schedules to accommodate the professional and personal needs of our staff.

Application process:

To apply, send a resume (with references) and cover letter explaining your interest in the position to Keira Amstutz, president and CEO, at hr@indianahumanities.org. Please put the name of the position you are applying for in the subject line. We will accept applications until the position is filled but will give first consideration to those received by **Feb. 11, 2022**.

