Manager of Family and Community Programs
Please put “Manager of Family and Community Programs” in the subject line if you are submitting your application by email.

Position type: Full-time
Basic work week: 37.5 hours per week

OVERVIEW
The Manager of Family and Community Programs is responsible for the conceptualization, implementation and evaluation of Newfields’ family, community and wellness public programs, both in-house and through outreach, in a manner that supports Newfields’ mission. The position is also responsible for working collaboratively within and across departments and with community organizations to enhance the guest experience and promote participation within our community. This position will manage contract staff, program budgets, schedules and timely completion of projects.

Primary Responsibilities:
The following responsibilities describe the general nature of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory.

- Work with the Director of Public Programs to create a comprehensive family and community program schedule;
- Manage and facilitate family and community programs including events, classes, performances, demonstrations, activities and more. Work with cross-departmental teams to ensure accurate and timely information is provided to all Newfields staff and partners to ensure a successful event. Programs managed by this position include Family Days, Cereal Cinema, MLK Day Celebration, Pi Day, Yoga at Newfields, Rise, Book Club, ARTx Outreach, Harvest Community Meal and Planet Indy;
- Within the family and community programs, train and manage staff, teaching artists, interns and volunteers assisting with the implementation of programs;
- Develop evaluation tools for these programs to grow and reimagine current programs, and pilot new content;
- Work with the Manager of Partnerships and Film to adapt and create a network of community partners for collaborative programming, at Newfields and off-site;
- Prepare and manage project budgets for family and community programs;
- With the Assistant Curator of Audience Engagement and Performance, coordinate and facilitate the annual Community Meal during our Harvest Season;
- Provide excellent customer service to guests attending programs, as well as to all visitors, employees and volunteers at Newfields.
- Support the Public Programs Department outside of family and community programs as assigned.
**Required Skills:**
- Strong attention to detail, problem solving ability and organizational skills. Ability to coordinate multiple tasks, meet defined deadlines and follow-up with assigned tasks;
- Exceptional customer service;
- Proficient in Excel / Word / PowerPoint; willingness to learn new software programs as needed;
- Strong writing skills; ability to draft clear, original correspondence for internal communication as well as program copy for Newfields’ publications and marketing;
- Public speaking skills; ability to clearly represent Newfields programs and content on stage, television or radio interviews;
- Ability to effectively present information in one-on-one, small group situations to donors and employees and to large groups in a program setting;
- Basic familiarity with Newfields’ permanent collection and special exhibitions;
- Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages;
- Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations;
- Other Skills and Abilities – Exceptional interpersonal skills. Basic understanding of public relations fundamentals and demonstrated experience working as part of a team.

**Education and/or Experience:**
- MA or MFA and a minimum of 5 years related experience or equivalent combination of public programs and museum experience.

A competitive salary is offered for all positions and a generous benefits package for full-time positions. To perform the job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please send your resume, cover letter and Newfields application to:

Mail: Newfields  
ATTN: Human Resources  
4000 Michigan Road  
Indianapolis, IN 46208

E-mail: hr@discovernewfields.org

Fax: 317-920-2655  
No phone calls, please.

**About Newfields**

Newfields offers dynamic experiences with art and nature for guests of all ages. The 152-acre cultural campus features art galleries, lush gardens, a historic home, performance spaces, a nature preserve and sculpture park. From inspiring exhibitions in the IMA Galleries, to concerts
in The Toby, to a stroll through The Garden with a glass of something cold, guests are invited to interact with art and nature in exciting new ways. Newfields is home to the Indianapolis Museum of Art, among the ten largest and ten oldest general art museums in the nation; the Lilly House, a National Historic Landmark; The Garden, featuring 40 acres of contemporary and historic gardens, a working greenhouse and an orchard; and The Virginia B. Fairbanks Art & Nature Park: 100 Acres, one of the largest art and nature parks in the country. The Newfields campus extends outside of Indianapolis with Miller House and Garden in Columbus, Ind.—one of the nation’s most highly regarded examples of mid-century Modernist architecture. For more information visit discovernewfields.org.

**Diversity**

Newfields recognizes that museum audiences and their interests are changing, and as Newfields transforms our audience experience, we are creating expanded, innovative opportunities to actively engage and entertain our guests. Celebrating the diversity of our donors, guests, volunteers and staff is a key part of this Newfields vision. Diversity is understanding, respecting, and valuing differences, including, but not limited to, race, color, national origin, religion, sex, sexual orientation, gender identity, protected veteran status, disability, or any other legally protected status.

Simply put, we believe our guests and donors are best served by a host team, comprised of both staff and volunteers, that reflects the diversity represented within our communities and that takes full advantage of the unique viewpoints, talents and experiences of each and every person who works here. We strive to attract and retain exceptional employees who feel comfortable in an inclusive culture that supports their ability to thrive and add their voice to the ongoing conversation.

**Indianapolis**

Indianapolis is a city with a MSA of 2,000,000 people. More than 60% of the population is under 44 years of age and the city’s racial demographic breakdown is approximately 79% White, 16% Black, 3% Asian, and 2% other, with 7% of the overall citizenry identifying as Hispanic. In 2016 Forbes named Indianapolis one of the top 10 cities to live in for young professionals citing its high standard and low cost of living, while Vogue told its readers not to call Indianapolis a “Flyover City”, but to go see how vibrant it is for themselves. With a host of new bars and restaurants, nationally recognized symphony, theater, cabaret, sports teams, and the Herron School of Art + Design, Newfield’s hometown is a perfect place to build a career and enjoy life.