Reinstallation Project Manager
Please put “Reinstallation Project Manager” in the subject line if you are submitting your application by email.

Position type: Full-time, Temporary 3-4 years
Basic work week: 37.5 hours per week

OVERVIEW
The Reinstallation Project Manager will work with a cross-departmental team to create a curatorial, interpretation, and design plan for reinstalling the collections galleries and implementing thematic test installations at the Indianapolis Museum of Art at Newfields. This position will be responsible for coordinating people and processes to ensure that detailed reinstallation plans and test installations are delivered on time, within scope, and within budget. The Reinstallation Project Manager is a three-year, temporary full-time position (37.5 hours/week with benefits).

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.

- Coordinate internal resources and third parties/vendors for the flawless development and delivery of reinstallation project plans and test installations
- Ensure that all reinstallation projects are delivered on time, within scope, and within budget
- Work with cross-departmental teams to develop project scopes and objectives, involving all relevant stakeholders and ensuring feasibility
- Ensure resource availability and allocation
- Develop a detailed production schedule for reinstallation planning and monitor progress of projects
- Work collaboratively and creatively to manage changes in project scope, schedule, and costs
- Use Basecamp to communicate and collaborate with project team members
- Perform risk assessment to minimize project risks
- Lead meetings as needed, taking and sharing meeting notes
- Measure and report on project performance
- Report to stakeholders on project progress and escalate issues and decisions as appropriate
- Create and maintain comprehensive project documentation and archival records
Required Skills:

- Excellent written and verbal communication skills
- Excellent organizational skills and attention to detail
- The ability to manage multiple projects simultaneously
- The ability to work both independently and cooperatively with cross-departmental teams
- The ability to lead and contribute to collaborative meetings
- Strong working knowledge of Basecamp or other project management software
- Experience with KE-Emu or other relational collections management database
- Proficiency in Microsoft Office Suite required

Education and/or Experience:

- Educational background in business management, collections management, museum studies, or arts administration required
- Proven working experience as a project administrator in the fine arts or nonprofit sector required
- Experience planning or working on gallery reinstallations preferred
- PMP/PRINCE II certification in project management preferred

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.