



INTERNSHIP DEPARTMENT DESCRIPTIONS

ADVANCEMENT

The Advancement department serves the philanthropic interests of Newfields and its supporters by securing contributed revenue and stewarding relationships with members, donors, and funders. The Advancement department's activities include membership, annual giving, donor experiences, affiliate programs, major gifts, and corporate & foundation relations. Interns working within Advancement support the ongoing programs and operations of Newfields by learning the fundamentals of fundraising and donor relations.

COLLECTION SUPPORT

The Collection Support Department provides installation, storage, packing, preservation initiatives and special projects associated with the Indianapolis Museum of Art's encyclopedic collection. This department handles artwork entering and exiting the museum for loan or acquisition, creates all display-related installations in the galleries, and maintains storage systems for works not on view. This includes fabricating display and storage mounts, matting and framing of works on paper, creating display furniture, building and outfitting shipping crates, and creating custom packing for individual works of art. They are responsible for inventory of the stored collection, applying numbers to new accessions with oversight of all of the museum's art storage areas. Collection Support works closely and in concert with the departments of Conservation, Registration and Curatorial on many diverse projects.

COMMUNITY ENGAGEMENT

The Community Engagement department works to inspire visitation to Newfields through free, discounted, and paid admission programs. The department works in conjunction with internal and external partners to explore how Newfields impacts Indianapolis, Central Indiana, and beyond through strategic initiatives focused on the goal of driving visitation to Newfields. By examining the impact our community engagement efforts have as they relate to Pre-K through 12 Education, Inclusion and Access, Economic Impact, Volunteerism and Community Service, Partnerships and Presence, Sustainability, and Wellness, we can better understand how we engage with our community as a cultural institution.

Internship projects in this department include building and strengthening partnerships with local, statewide, and national organizations, as well as benchmarking community engagement efforts. The department collaborates with others to focus our impact in strategic, meaningful, and relevant ways to build a sustainable future through reaching new audiences, enhancing the Newfields brand, and collaborating with the greater community. Students studying civic and community engagement, non-profit management, and other fields would greatly benefit from this internship experience. Ideal candidates are creative, passionate, possess attention to detail, and have strong written and verbal communication skills.

CURATORIAL

Curators at the Indianapolis Museum of Art at Newfields have a primary responsibility for the works of art in the museum's permanent collection. Their duties include the development, study, presentation, and interpretation of the collections in their care. Newfields curators also conceive and organize temporary exhibitions drawn from the museum collections or other sources. In these capacities, curators draw upon expertise in art history and best practices in collection stewardship. Their oversight of collections and exhibitions often includes public speaking, writing, and fundraising.

Divisions of the Curatorial Department are:

- American Painting and Sculpture to 1945
- Architectural Sites
- Asian Art
- Contemporary Art
- Decorative Arts
- Design Arts
- European Painting and Sculpture before 1800
- European Painting and Sculpture after 1800 to 1945
- Prints, Drawings, and Photographs
- Textile and Fashion Arts

Prerequisites for intern applicants in Curatorial:

- Pre-graduate program curatorial experience
- Must be actively pursuing or planning to pursue a graduate degree in Art History, History or related field

DESIGN

Newfields designers work collaboratively to maximize the visual impact and functionality of graphics, exhibitions, multimedia projects, and the Newfields campus. Graphic designers work with the exhibition designers and marketing staff to inform the design of graphics, ads, print materials and art labels for all exhibitions. Exhibition designers work with the graphic designers and curators to make decisions regarding layout, paint colors, art furniture, lighting and multimedia needs in the galleries and throughout the museum.

DOCENT PROGRAM

The Docent Program is a self-governed body within Newfields consisting of trained volunteer educators who lead groups of visitors through Newfields permanent collection and featured exhibitions. Docents are responsible for leading scheduled school (K-12 and higher education) and adult group tours, as well as public tours, both in the museum and at Lilly House. Docents are continually expanding and updating the learning tools that are used to make art relevant and exciting to visitors of all ages. This includes roaming in the galleries to interact with visitors and answer questions as well as our hands-on activities using our Hold It! Carts. Ongoing projects include developing relevant educational material to be used by docents or to be used by visitors. Ideal candidates for intern positions will have good attention to detail, work well independently, and enjoy research and writing.

EDUCATION

The Education department offers students of all ages opportunities to develop their understanding of art, nature and design. Learning opportunities include professional development for teachers, school tours and multi-visit programs for students, camps and classes for youth and adults, research on learning in the arts, after school programming, and an on-campus preschool. The department oversees four studio classrooms that serve various school programs and provide a creative space for youth summer camps and other studio-based programs. Education staff collaborate with other departments within the museum as well as community partners such as local schools, universities, and professional organizations.

EVALUATION

The Evaluation department at Newfields is responsible for conducting audience research and evaluation and collaborates with a variety of departments to better understand and serve our various stakeholders. Typically methods include surveys, interviews, and observations to gather information that will be analyzed and presented to help make informed data-driven decisions on exhibitions, programs, and other offerings. Internships available summer 2019 and 2020.

HISTORIC RESOURCES

The Historic Resource department is charged with the maintenance and operations of the historic sites owned by Newfields. These include Oldfields—Lilly House and Gardens, Westerley (the director's residence), and the Miller House and Gardens in Columbus, Indiana. Working with various departments throughout Newfields, Historic Resources manages the day to day maintenance, care, and preservation of the buildings. Use of the buildings is a collaborative effort balancing ongoing exhibitions, events, and public programs. All registration and collection management activities involving historic furnishings are managed within Historic Resources.

HORTICULTURE AND NATURAL RESOURCES DIVISION: ART AND NATURE PARK

The Virginia B. Fairbanks Art & Nature Park: 100 Acres is a contemporary Art exhibition space and beautiful greenspace in Indianapolis. Once a gravel quarry and now a park for the enjoyment of our guests, the Art & Nature Park has undergone dramatic changes over its history. The Park is comprised of 65 acres of woodland, a 35 acre lake, the Ruth Lilly Visitors Pavilion, and a number of contemporary art exhibitions. There are miles of trails throughout, and the Park is full of stunning prairie plantings, beautiful spring and summer wildflowers, and is home to many wildlife species. Our department focuses on the environmental rehabilitation and art viewing experience in the Park. Newfields is committed to restoring balance and diversity back into the landscape while displaying a beautiful and engaging Art collection.

HORTICULTURE AND NATURAL RESOURCES DIVISION: HORTICULTURE

The Horticulture department works to create an enhanced setting for guests within both the National Historic Landmark gardens and innovative contemporary gardens. These spaces are used to showcase unique plants from around the world and to excite the public about gardening. The Horticulture department designs and coordinates all aspects of the seasonal displays and develops long term care plans for the natural assets of Newfields. Horticulture works to educate and inspire the public on how they can use plants to improve their home gardens.

LEGAL AFFAIRS

Interns for Legal Affairs have the opportunity to work on various legal issues impacting Newfields. Interns will primarily focus on intellectual property laws and their daily application to museum practices. Past interns have had the opportunity to work on a variety of projects including researching and drafting Newfields Intellectual Property and Open Access Policy, preparing and reviewing pending trademark applications, researching and completing non-exclusive licensing agreements for artists under copyright in the collection, and processing the data for Newfields Intellectual Property Audit. All interns receive an introduction to copyright and fair use practices at museums, public domain identification, artists' rights organizations, and other forms of artists' representation in regards to their legal application to museum practices. Additionally, interns will provide advice and counsel on a variety of other matters having legal significance for Newfields, including but not limited to, contract review and negotiations, research, and government affairs. Legal Affairs interns often provide input on a variety of matters that may later be assigned to outside counsel for review.

MARKETING & COMMUNICATIONS

The Marketing and Communications department plays the lead role in communicating Newfields messages to the public. Through earned media, paid advertising, social media and other marketing materials, the department utilizes multiple avenues to promote all the offerings of Newfields. As Marketing and Communications staff works closely with multiple departments, interns have the opportunity to work on a variety of resume-worthy projects. Students in public relations, journalism, marketing, digital communications, advertising, arts administration or related fields may be interested in an internship with this department. Creative thinking, attention to detail and strong written and verbal communication skills are essential.

NEWFIELDS LAB

Newfields Lab is a team of designers and developers who create technology solutions for Newfields. They engage audiences in immersive experiences through technology by developing new ways for people to interact with art, nature, their environment, and one another. They specialize in digital collection integration, access and exploration tools, web design and development, custom software development, mobile applications, graphic design, data management, and in-gallery technology that engages and entertains our visitors.

PHOTOGRAPHY

The Photography team which is part of the department of Interpretation Media and Evaluation creates, manages, and edits photography of collections, exhibitions, programming activities, historic homes, grounds and gardens, and additional supporting images related to publications, communications, design studio projects, and all other web and printed materials associated with the mission of Newfields.

PUBLIC PROGRAMS

The objective of Newfields public programming is to raise the level of cultural dialogue in Indianapolis through the presentation of fresh, adventurous offerings. Public programs are generally comprised of tours, classes, speakers, film, performances, and special events. Programs are presented to pique visitor curiosity and to broaden understanding of and interaction with the arts, creativity, and the world of ideas and are geared toward visitors with varying experience levels and cultural perspectives. They are often presented in partnership with strategic collaborators; held in virtually every Newfields venue, including the galleries, grounds, classrooms, the Tobias Theater, DeBoest Lecture Hall, The Amphitheater, and Virginia B. Fairbanks 100 Acres Art and Nature Park.

REGISTRATION

The Registration department manages the acquisition, deaccessions, rotations, exhibitions and loans to and from the collection as well as the physical inventory of any work of art entering or exiting the museum, its historic properties, and the Virginia B. Fairbanks Art & Nature Park: 100 Acres. The Registrars achieve this through making shipping, crating, insurance, and customs arrangements; conducting inventories; documenting each work of art through written reports, photography, research and capturing all information in the collections management database, KE-EMu.

VOLUNTEERISM

The Volunteerism department functions as the primary liaison between Newfields staff and volunteers by matching volunteer skill sets and interests with departmental needs. The Volunteerism Department is constantly improving its programming to adapt to the evolving needs of the institution, volunteers, staff, and seasonal initiatives and exhibitions. Ongoing projects include assessment of volunteerism data, planning appreciation events, streamlining departmental policies and procedures, and connecting with potential volunteers through community engagement. Ideal candidates for this intern position will possess attention to detail, strong oral and written communication skills, basic understanding of office computer software (Microsoft Office), and strong professional writing skills. Students studying non-profit management, arts management, volunteer management, and other fields would greatly benefit from this internship experience.

FOR MORE INFORMATION REGARDING INTERNSHIPS AT NEWFIELDS, PLEASE CONTACT:

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