EDU001

Education Department Records, 1993-2013
Archives, Indianapolis Museum of Art at Newfields

By Catherine Walsh, January 2019

Overview

Title: Education Department Records
Reference Code: EDU001
Dates of Record-Keeping Activity: 1993-2013
Creator: Education Department staff
Extent: 10 cubic feet | 10 linear feet | 10 records cartons

Forms of Material:
Brochures, Floppy disks,
Card indexes, Original photographs,
Color negatives, Paperwork (records),
Compact discs, Reports,
Correspondence, Ring binders,
DVDs, Slides (photographs)

Languages and Scripts: English

System of Arrangement: The collection is divided into 7 series and 9 subseries as delineated below. The contents of each series or subseries are generally arranged alphabetically or topically (e.g., files related to “camps”), with the exception of Series VII, where the ordering is dictated by the physicality of the media.

Series I: Program Files, 1994-2013
Series II: Education Department Administration, 1997-2013
Series III: **Education Reference Resources, 1997-2013**

Series IV: **Financial, 1993-2013**

Series V: **Museum Administration, 1996-2013**

Series VI: **Correspondence, 1997-2013**

Series VII: **Other Media, 1997-2013**

**Processing Information:** Original order was inconclusive, as it was not chronological, thematic, or alphabetical. Processing involved extensive weeding, primarily removing duplicate, irrelevant, or non-archival materials, which ultimately reduced the collection size from 23 to 10 boxes. Eliminated materials included but were not limited to: financial contracts bearing personally identifiable information, canceled checks, purchase orders, non-IMA advertisements, personal mail, blank paper, and photocopied articles available elsewhere. This collection was processed with an MPLP approach; no re-foldering, numbering, or formal naming systems were applied. Many folders retained their original names, materials, and ordering within the folder. Since not all materials were originally collected in folders, the processor gathered groups of similar document types/subjects together, but with little ordering within these groupings (for example, correspondence was collated but not ordered by date, recipient, or topic). These archivist-created or archivist-named folders are indicated with assigned names in brackets.

Note: many of the materials in Series V, Museum Administration, are only tangentially related to the work of the education department and were preserved pending future decisions about and organization of the larger body of institutional records. At a future date, many of these records could either be moved to another collection or deaccessioned if they are duplicates of material held elsewhere.

**Scope and Content**

This collection consists of records produced and collected by staff, primarily the Manager of Studio and Community Art Programs within the museum’s Education Department. It documents outreach work, community engagement, and efforts to promote and manage studio classes and programs at the museum targeted at both youth and adults.

**Series I: Program Files, 1994-2013** includes materials related to the planning and implementation of educational programs, several related to specific exhibitions put forth by the museum. Some significant inclusions are: 100 Acres, the reinstallation of the African art galleries, Campos-Pons, the IMA Community Walkway, FLOW Teacher
Workshop, Gee’s Bend and quilt-related programming, and visual thinking strategies (VTS).

**Subseries A: AfricaFest, 1994-2006** includes records pertaining to the organization, staffing, and programming of AfricaFest. This includes some correspondence and controversy surrounding the event’s unexpected cancellation.

**Subseries B: Community Day (MLK Day), 2006-2013** includes planning and programming records for the Community Day celebrations, held at the museum on Martin Luther King, Jr. Day.

**Subseries C: Indianapolis Black Expo, 2000-2013** includes organizational, logistical, and promotional materials published by and for the Indianapolis Black Expo, including the design of exhibits hosted in the museum’s area and artist demonstrations.

**Subseries D: Star Studio and Studio Program/Classes, 1995-2013** begins with materials concerning the design, planning, and programming for the Star Studio (initially called Star Gallery), a space within the museum where families, school groups, etc., engage in alternative learning experiences or interact with artists or works of art. This subseries also contains schedules, course plans, instructor manuals, and information for the various studio art classes held at the museum for both children and adults.

**Subseries E: Youth Programming, 1997-2013** includes planning files for events and programs designed with youth in mind, such as camps, after-school programs, summer programming, and a teen exchange in conjunction with the Venice Biennale.

**Subseries F: Collaborative Arts Partnership, 1999-2011** includes a large amount of materials related to the planning, programming, and evaluation of the Collaborative Arts Partnership, a key responsibility of the Education Department. For this cooperative project, the museum hired art instructors to go out to local Indianapolis schools (particularly in the IPS system) and teach classes on art creation and visual thinking.

**Series II: Education Department Administration, 1997-2013** includes records relating to the general operational tasks of the Education Department, such as departmental
meeting notes and minutes, position descriptions, and strategies/goals of the organization.

**Series III: Education Reference Resources, 1997-2013** contains gathered resources relevant to the goals and programming of a museum education department. This includes publications and brochures for educators, as well as activities for museum-goers.

**Subseries A: Artist Files, 1997-2013** includes information on individual artists who worked with the Education Department, either for instructional program content or in conjunction with exhibits of their works at the museum.

**Series IV: Financial, 1993-2013** includes comprehensive financial reports, budgets and financial planning data, and applications for grants.

**Subseries A: Reader's Digest/Lila Wallace Program, 1993-1997** includes records relating to this scholarship and its recipients, as well as the projects they undertook during the tenure of their internships at the museum.

**Series V: Museum Administration, 1996-2013** contains materials related to the larger museum environment, its administration, and its policies. This includes minutes, meeting notes, and reports from subject committees.

**Subseries A: IMA Expansion, 2000-2006** includes materials relating to the redesign, expansion, and rebranding of the Indianapolis Museum of Art in the early 2000s.

**Series VI: Correspondence, 1997-2013** includes correspondence (printed emails and letters) both sent and received by department staff.

**Series VII: Other Media, 1997-2013** includes photographs, photographic negatives, slides, audio, and video content. There are also computer files stored on both CDs and floppy disks, including additional obsolete media carriers (these have not yet been cataloged or accessed).

**Administrative History**

This material was produced by the Education Department of the Indianapolis Museum of Art at Newfields, under the supervision of Linda Duke, between 1997 and 2013. In approx. 2009/2010, the Education Department was renamed Academic...
Engagement. The department name was returned to the Education Department in 2019.

This museum department focused heavily on audience education and community outreach and engagement during the temporal scope of these records. Efforts in the department included the administration of educational programming and initiatives within the museum; institutional participation in arts-focused events like AfricaFest and the Indiana Black Expo; and outreach programs at other institutions and local schools. The department supervised on-campus studio programs and instructors and gathered information resources for docents and curators to use in conjunction with special exhibitions.

Sources:
The materials in this collection.


Further Research

Subject/Index Terms:
Art – Study and teaching
Art festivals
Art museums
Arts audiences
Business records
Indianapolis Museum of Art
Museum attendance
Museum buildings – Indiana – Indianapolis
Museum exhibits
Museum finance
Museum outreach programs – Indiana – Indianapolis
Museum visitors – services for
Museums – Educational aspects
Museums – Public relations
Museums and community
Museums and family
Museums and minorities
Museums and schools
Administrative Information

Repository: Archives, Indianapolis Museum of Art at Newfields. 4000 Michigan Road Indianapolis, IN 46208. (317) 923-1331 X276. archives@discovernewfields.org

Immediate Source of Acquisition: internal transfer by the Education Department, 2013

Custodial History: Records were transferred directly from department of creation to the institutional archives.

Citation: [Item title], [DD Month YYYY], [Container information]. Education Department Records (EDU001). Archives, Indianapolis Museum of Art at Newfields. Indianapolis, IN.

Access & Use

Conditions Governing Access: Series I is open to all researchers. Series II-VII are open for research by Newfields staff, with some folders restricted to current Education Department and executive-level staff at the discretion of the archivist.

Technical Access: Content contained on obsolete storage media (e.g., floppy disks), and others require special equipment for ideal viewing (e.g., negatives, slides). Five business days advance notice is requested to allow time for the archivist to arrange for use of these materials.

Conditions Governing Reproduction and Use: Unpublished manuscripts are protected by copyright. Permission to publish, quote, or reproduce must be secured from the repository and the copyright holder. Please contact the Archivist for more information.

Box and Folder Listing

Series I: Program Files, 1994-2013

Box 1 (63 folders)
- [Program brochures]
- [Projects]
- [Programs]
- [Programs]
- [Programs]
- [Programs]
- [Programs]
[Programs]
100 Acres, 2010
ANP/100 Acres
[Africa celebration '98 summary binder], 1998
[African gallery guide course], 1994
[African education space]
[African learning space]
African gallery
African reinst.
African reinstallation, current
Self guide – African-American artists
African American artists at the IMA – African American projects
Amorphic
[Artist recommendations for show]
Art Live – Prog partner
Artmaking
[Black history month]
[Campos Pons], 2004
Campos Pons
Campos Pons support
Cuba documentation
Cuba prog
NCEECA [Ceramics conference]
[Circle City Classic], 2007
Civic theatre
[Civil discussion series]
[Community Art Expressions], 2003-2004
[Community Connections], 1990s
C.C., 2004 (originals)
Community Connection
Community East Hosp
Construction walls [Community Walkway of Art]
Construction wall
IMA Community Walkway of Art, 2003
Craime House
Eli Lilly retreat
Evaluation – outcomes
Exhibitions
Exhibitions, galleries/Const.
Exhibitions – current
[Fabric of Our Community], 2006
Final Friday
[Flanner House]
FLOW Teacher Workshop, 2011
FLOW
ForeFront
Gallery conversations
[Gallery surveys]
Gee's Bend
Glenn White
Hirokazu Kosaka, David Wilson
[Holiday project], 2002
IRT, 2007
Joyce Moore
Lacy Grant

Box 2 (37 folders)
Light of the World
[Louv event]
[Masks – docenting]
[Mainardi conservation], 2007
Maxwell Anderson
Miller House
[My Daily Const.]
[On Procession exhibition]
Penrod
[The Print in the North Programs], 2002-2003
[Quilt donation forms]
[Quilting programs]
Quilt selections for ground level gallery
Community quilt meetings
Quilt project
Riley/St. Vincent
Roman art from the Louvre
Rooms w/ Views
Sacred Spain
Sketches Intro, 1/29/07
Statewide initiative
Steward Series
Storycore/resources
[Study circles], 2011
[Reading circles]
Temple Grandin
Temple Grandin
[Thornton Dial exhibition], 2007
[Thornton Dial], 2011
Viewing project
[VTS training folder]
VTS
Carmen/Butler [VTS]
VTS
[VTS]
Warhol
Wilson
[World AIDS Day], 2009

Subseries A: AfricaFest, 1994-2006
Box 2 (24 folders)
Vendors
General Marketplace – vendors
[AfricaFest]
[AfricaFest]
Carol White AfricaFest
AfricaFest
AfricaFest '94
Address Lists, AfricaFest '96
Promotionals AfricaFest '96
AfricaFest 1997: mask making
AfricaFest 1997: volunteers children’s area
AfricaFest 1997: beads jewelry
AfricaFest 1997: agendas for meetings
AfricaFest 1997: adinkra
AfricaFest 1997: wraps/photos
AfricaFest 1997: resources + ideas + books
Stilt Walkers – AfricaFest 1997
David Wright/"The Wiz" puppet for AfricaFest 1997
[AfricaFest]
Articles – AfricaFest
General information – AfricaFest
Correspondence – AfricaFest
Budget – AfricaFest
AfricaFest 03
Subseries B: Community Day (MLK Day), 2006-2013
   Box 2 (10 folders)
   [MLK Day]
   MLK
   MLK Day 2006
   MLK Day 2008
   MLK Day 2008
   [MLK Day, 2008]
   MLK Day celebrity video reception, January 10, 2008
   MLK 2010
   [MLK Day], 2012
   [MLK Day], 2013

Subseries C: Indianapolis Black Expo, 2000-2013
   Box 3 (20 folders)
   [Black expo]
   Indiana Black Expo
   [Black expo – Thompson collection]
   Black expo
   IBE
   IBE exhib. planning
   Black expo
   [IBE]
   [IBE reports], 2000-2005
   IBE 2005
   [IBE], 2005-2009
   Black expo, 2006
   [Black Expo], 2007-2008
   [Black Expo], 2008
   [Black Expo], 2010
   [Silhouettes, Black Expo], 2010
   IBE 2010 Community
   IBE 2010 July
   [IBE], 2011
   IBE 2012
   IBE 2013

Subseries D: Star Studio and Studio Program/Classes, 1995-2013
   Box 3 (31 folders)
   [Star Gallery]
[Star Gallery]
Planning Star Studio
Star Studio
Artist Bing Davis/Star Gallery
[Star Studio Binder], 2003
[Star Studio], 2005
Star 2012
[Star Studio, proposed exhibitions]
[Photographs]
Classes
[Studio classes]
[Studio evaluations], 2002-2003
Studio brochure
Studio asst.
Adult studio programs
Studio promotion
Enrollment – studio
Studio calendars & schedules
[Studio programs], 1995-2000
Studio general, 2000
Studio Planning, 2006
Fall classes 06
Studio spring 07
[Studio Youth Program]
General studio
Studio planning
[IMA studio manuals]
Instructor manual
Studio evaluations
Studio programs

Subseries E: Youth Programming, 1997-2013
Box 3 (9 folders)
[Arlington Community Art Academy]
[Art lab schedules]
Art camps
[Summer camp], 2012-2013
Summer Teen Enrichment Program (STEP), 2005
Partners
[Horticulture camps]

Box 4  (20 folders)
[IMA Perspectives]
[IMA Perspectives after school program], 2010
Perspectives, 2011
[Pacer Academy]
Pacer Academy photograph experience, Fall 2002
Pacers Academy
[IPS Pacers Academy]
Teen global exchange/Venice Biennale
Venice
[Venice]
Teens
Google for Doodle
Family prog
Family teens multiaged programs
Summer
Summer project
Pre-school program
Pre-school program
Search, 1998/99
Survey & data

Subseries F: Collaborative Arts Partnership, 1999-2011
Box 4  (40 folders)
[CAP]
[CAP]
CAP general
[CAP]
CAP stuff
CAP
CAP program
[CAP]
CAP – IMA
CAP program
[CAP]
[CAP]
[CAP]
[CAP]
CAP planning, 2000/2001
[CAP], 2001
[CAP], 2001-2002
[CAP], 2002
CAP program – recent, 2002-2003
CAP meetings, 2002-2003
Community art programs, 2003
[CAP], 2003
CAP – current, 2003-2004
CAP planning, 2004
CAP – general info, 2005-2006
CAP, 2006-2007
CAP meetings, 2006-2007
[CAP], 2006-2007
CAP planning, 2007-2008
CAP, 2007-2008
[CAP], 2008-2009
CAP, 2008-2009
[CAP]
[CAP]
Survey, 1999
School #43 evaluations
2001-2002 evaluation forms
CAP evaluations 2002-2003

Box 5 (53 folders)
2004 – student surveys
2005-2006 enrollment forms
Completed CAP assessments 05/06
2008 evaluations
[CAP evaluations], 2007
[CAP evaluations]
After school coalition
Attendance – current month
CAP advisory council meeting, 5/8/02
[CAP assistant binder]
[CAP assistant binder, 1999-2000, 1 of 2]
[CAP assistant binder, 1999-2000, 2 of 2]
CAP culminating event, 2001
CAP celebration performing arts, 2003
Final celebration, 2007
CAP celebration, 2008
CAP director – schools, organizations, artists
CAP support
Video, spring 2002
CAP video schedule
CAP video, 2004
The Children’s Museum, 2002-2003
Children’s Museum, 2005-2006
Cold Spring School
Cold Spring – CAP
Cold Spring, 2005-2006
C. S. Earthworks
DFYL Institute, 10/8 and 10/9/2005
Flyers – program
Hats of Africa
Spring instructors, 2003
IPS 14, 2005-2006
Annie Bishop IPS 14
IPS 43, 2005-2006
IPS 70, 2005-2006
IPS 106
IPS, 2008-2009
IPS, 2009-2010
[IPS balanced calendar], 2010-2011
International School of IN, 2005
Lesson plans, 2002 fall
Participating organization evaluation forms
Bill Rasdell – Cape Town project
[Rasdell photographs], 2007
Rasdell project
School agreements, organization agreements
Stats report
Strategic planning
Student, parent, artist organization assessment forms
Support material – CAP
Teacher training
Tour for after school
Urban Arts Consortium, 2000-2001, IPS #43
Young Audiences, 2001-2002, IPS #27

Series II: Education Department Administration, 1997-2013

Box 5 (14 folders)
[ArtXplore evaluation]
[Committee meetings]
[Committee meetings]
Community efforts
Comm. Relations, 2008
Community rel. director
[Department meetings]
[Docent list], 2007
Duke essay
[Education committee], 2009
Education dept. – general
[Education dept. info book]
[Education division]
Education division

Box 6 (35 folders)
[Education division]
Educ/pub prog comm, trustees
[Education spaces]
Evaluation forms
[Evaluation]
Evaluation samples
Exhibitions
Goals
2006 division admin [Goals]
Goals
IN School for the deaf
[Indiana Summit on Out-of-School Learning], 2012
[IUPUI student survey]
[Joyce awards], 2007-2008
Label study, 2004
Lilly evaluation study
[Local museums, education]
[Meeting notes – Carol White]
Planning new art spaces
General planning
General planning
Position changes, 2005
[Position descriptions]
Pos descr
Program assessment
Program assessment
Program planning, 2004
Program proposals 06
[Strategic planning retreat]
[Studio restructuring]
[Understanding family audiences study]
Publications
Publications
[Teacher and school programs]
Work assignments 2004 Educ Dept
Web programs/tech

Series III: Education Reference Resources, 1997-2013
Box 6 (15 folders)
[Accessible arts programming]
[Activity/programming ideas]
Africa
[After school systems]
Carla Scott
ArtQuest
[Games]
Maps
Jacob Lawrence
[Museum Sleuth Workbook]
The Passage
[Program/activity ideas]
[Programming ideas: galleries]
[Sketching outside]
[Techniques/education]

**Subseries A: Artist Files, 1997-2013**

**Box 6** (7 folders)
- E. Chen
- Ann Chu
- Bing Davis
- Mark Dion
- Jacob Dobson
- [Mary Beth Edelson]
- [Felrath Hines]

**Box 7** (8 folders)
- Bill Myers
- Kyle Ragsdale
- Wm. Rasdell, S. Africa
- Tricia Spencer
- [Carol Tharp-Perrin]
- Jon Tomlinson
- Daisy Youngblood
- Martin Zagbo

**Series IV: Financial, 1993-2013**

**Box 7** (40 folders)
- [Budget], 1994-1995
- Budgets, 1997-1998
- [Budget], 1998-2012
- Budget, 1999-2003
- [Budget], 2000
- Budget & planning, 2000
- Budget, 2000-2003
- Budget, 2001
- Budget, 2003-2004
- [Budget – Campos Pons], 2004-2005
- Budget planning, 2005
- [Budget], 2005
- [Budget forms], 2005-2006
- [Budget, education], 2006
- [Budget], 2006-2007
- [Budget], 2008-2009
- Budget/mileage, 2008-2011
[Budget], 2009-2010
Development
[Education budget], 2003
[Financial], 2004-2005
[Financial]
[Funding], 2007-2008
Grants, 2008-2009
Grants – CAP, 2002-2003
Grants/financing, through 2003
Grants, 2004
Grants, 2001-2007
Ife, 2011
IMA – Grants
[IMLS Museums for America grant], 2005
IN legislature, IMA tax status, 2008
[Indianapolis Foundation Grant], 2013
Monthly variance statement
Overcoming obstacles
[Strategy for budget], 2010
Studio info sheets form
[Summer youth program fund grant], 2008, 2013
USA Funds, 2008

Subseries A: Reader’s Digest/Lila Wallace Program, 1993-1997
Box 7 (5 bound items, 13 folders)
[Wallace report], 1997
Scholarship info
Wallace grant
Wallace reports, 1996-1997
Works by African Americans
Wallace scholarships
[Wallace reports], 1997
Naeemah’s work plan
Scholarships, Wallace, 1995-1996 (Naeemah Jackson)
Christopher A. McCauley
G. Okantey – Outreach Asst.
George M. Okantey
William E. Thompson

Series V: Museum Administration, 1996-2013
Box 8 (63 folders)

[Administrative/organization]
Admissions policy, IMA
African gallery letters, 2006
African opening postcard, 2006

[Appraisals]

[Attendance], 1996-2003
Board of Governors meeting, 2005
Board of Governors, 2004-2005
[Board orientation binder], 2002-2003
[Board orientation binder], 2003-2004
[Cabinet retreat], 2003
[Community relations committee binder], 2004-2005
[Community relations committee], 2004-2006
[Community relations committee binder], 2006
Comm. Relations, 2008
Marsha Oliver, IMA Community Relations Committee
Mona Slater, Comm. Rel.
[Customer service training, IMA], 2005
Eli Lilly [staff retreat], 2007

EPET
Exhibition schedule
Exhibition selection
Exhibitions, IMA – future
[Exhibition committee], 2005

General info – IMA
Goals
[Human resources staff handbook]
[IMA attendance], 2004
[IMA bylaws], 2005
[IMA disaster plan], 2004
[IMA disaster stabilization and recovery plan], 2004
[IMA employee handbook], 2004-2005
[IMA employee handbook], 2006-2007
[IMA financial information binder], 2009-2010
[IMA intellectual property policy]
IMA library
IMA maps
IMA opinion survey, 2002
IMA partnerships
IMA partnership meeting, 2007
IMA policies
IMA services
IMA store
IMA strategic plan, 2005-2010
IMA strategic plan, 2010-2015
IMA trustee handbook, 2004-2005
Indianapolis Museum of Art: 1999 visitation study
IMA visitor orientation space, 2007-2008
Inside the IMA: A program for leaders, 2003
Internal support systems
IOP council, 2001
IOP
Management grp, 2007
Maple Road Development Assoc.
Max
Museum accreditation, 2004
Museum info
Museum staff funeral
Opening – mus
Performance review process
Press calendars
Press releases
Procedures

Box 9 (13 folders)
Program assessment
[Program committee], 2005
Public relations
QOL plan
Risk management
Security procedures, 2002
Space usage review
Staff outreach
[Standing committee]
Strategic plan
[Strategic planning], 2005-2006
Tony
Troy’s article for Star

**Subseries A: IMA Expansion, 2000-2006**
**Box 9** (18 folders)
- Building map – IMA expansion
- Construction
- Construction – IMA expansion
- Correspondence – IMA expansion
- Expansion, 2000-
- Gallery reopening
- Gallery opening (final) – new IMA
- [IMA branding]
- LaPlaca Cohen – Website Design – IMA
- Marketing – IMA expansion
- Naming opportunities narrative – The new IMA
- New vision IMA – IMA expansion
- [Office space renovation]
- [Opening events calendar], 2005
- Opening gala
- Oval entry
- Public opening estimate/actual costs

**Series VI: Correspondence, 1997-2013**
**Box 9** (9 folders)
- Copies of letters mailed out
- Correspondence
- [Correspondence]
- [Correspondence]
- [Correspondence]
- Memos – internal
- Memorandums
- Requested faxed information
- Thank you letters, 2007

**Series VII: Other Media, 1997-2013**
**Box 9** (4 folders)
- [Negatives]
[Photographs], undated
Press clippings & CD with exhibition images
Carolyn Springer [slides]

**Box 10** (unfolded, unnumbered floppy disks, CD-ROMs, EZ Drive cartridge, audio CDs, slides, and index cards)