

OPEN POSITIONS 2017

A competitive salary is offered for all positions and a generous benefits package for full-time positions. To apply, please send your resume, cover letter and Newfields application to: ATTN: Human Resources – 4000 Michigan Road; Indianapolis, IN 46208, e-mail to hr@imamuseum.org, or fax to 317-920-2655. No phone calls, please.

Overview

The [Indianapolis Museum of Art](#) is one of the nation's largest encyclopedic art museums and is part of a 152-acre campus that also includes a botanical garden and an art and nature park, named Newfields. Our mission is "To enrich lives through exceptional experiences with art and nature.

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, national origin, 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.

Career opportunity: Put your passion for people to work this season!

Do you have an interest in joining a dynamic team for part-time, seasonal work that focuses on building and maintaining relationships with the public? Are you a natural communicator who enjoys helping and engaging with new people? Are you friendly and efficient, interested in guiding people through an experience at Newfields? If so, we may have the perfect role for you as a seasonal worker on our *Winterlights* team.

Opening in November, *Winterlights* will feature a dazzling nighttime experience: a magical stroll through The Garden illuminated by one million lights. We expect close to 2500 guests per night during the *Winterlights* events.

To continue in our commitment to offering a wide variety of dynamic experiences in both art and nature for all ages, backgrounds, and interests, we need sharp, collaborative contributors to join us this winter season. We are looking for candidates who demonstrate care and consideration for all guests, and are excited about the experiences we offer. If you think you may be a valuable team player in this type of environment, read on to learn more about our available positions.

All positions REQUIRE availability during nights, weekends, and holidays. Seasonal Associates may work up to 25 hours per week from October through February. Please specify position title in subject line if you email your resume.

Seasonal Guest Services Associate

- Provides exceptional customer service by creating a warm positive atmosphere for our guests. Will often be the main point of contact with our guests as they enter and travel through our campus and are responsible to share all that Newfields has to offer. Constantly upholding a high level of efficiency in operations and ensuring that the needs of guests and hospitality standards are met.

Seasonal Hospitality Associate

- This position will operate daily business functions for our Beer Garden, including preparing food and beverage for service. Must be 21 years of age, or older, and have a valid Indiana State Liquor License, or ability to acquire one. As ambassadors for Newfields, we will provide exceptional customer service by creating a warm positive atmosphere for our guests.

Seasonal Security Associate

- Provides security and safety of the Museum, our Guests, and Staff. Requires prolonged periods of standing and walking inside and outside. The seasonal security associate will be trained by our security team and posted throughout the campus to remain vigilant while providing exceptional customer service to our guests. All security personnel are trained to report incidents, accidents, and medical emergencies.

Seasonal Retail Sales Associate

- As a Seasonal Retail Sales Associate, you will be an integral part of bringing the holidays to life at Newfields. The right candidate will demonstrate exceptional customer service and selling skills, be knowledgeable in all product categories, and be ready to assist customers with determining their needs.

FULL-TIME POSITIONS:

STEWARDSHIP COORDINATOR

(Please specify “*Stewardship Coordinator*” in subject line if you email your resume)

Reports To: Advancement Services Manager
Basic Work Week: 37.5 hours per week, M-F.

OVERVIEW

The Indianapolis Museum of Art (IMA) is seeking a Stewardship Coordinator to serve as a valuable team member within their Advancement Department. The successful candidate will focus on meaningful and effective stewardship for the IMA’s generous donors and advancing the Museum’s strategic mission through donor research, reporting, writing, and editing.

ESSENTIAL JOB FUNCTIONS

Professional Responsibilities

- Coordinates, researches, records, implements and sustains recognition and stewardship activities for IMA donors in consultation with the Advancement Services Manager.
- Provides regular updates to the Director of Philanthropy Programs and gift officers regarding stewardship reporting and other outreach activities.
- Creates donor briefings and profiles for the Mel and Bren Simon Director and CEO, Deputy Director of
- Institutional Advancement and other IMA staff (as assigned) prior to donor / prospect meetings.
- Researches and prepares donor proposals for strategic gift development in consultation with the Deputy Director of Institutional Advancement and the Advancement Services Manager.
- Researches donor histories for proposals, recognition, or special projects.
- Oversees consistency and continuity of stewardship activities for the Museum.
- Oversees the proper recognition of donors in the Annual Report, IMA Magazine, Founders Society and intensive special recognition projects.
- Answers inquiries from donors and prospects to facilitate gift giving.

Partnership Opportunities

- Work with the Deputy Director of Institutional Advancement, Director of Philanthropy Programs, and Advancement Services
- Manager to revise and maintain the stewardship reporting program to ensure the (1) timely and accurate reporting for major gift donors and (2) program’s overall effectiveness, specifically with donor interest in the report and engagement with the Museum.
- Project manager of the stewardship calendar, a comprehensive description of donor acknowledgement and stewardship activities within the Advancement department.
- Work with other members of the Advancement Services team to devise and maintain a comprehensive program for prospect research, including the development of donor briefings and profiles,

- evaluation of donor capacity, affinity and interests, and completion of new prospect identification, with supporting research.
- Serve as liaison with other IMA departments in determining proper recognition and stewardship activities for donors to various programs and collections.
 - Assist other departments in researching donor information as needed.

Other duties may be assigned.

To perform the job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Undergraduate degree plus a minimum of two years prior experience in a not-for-profit organization. Experience in a not-for-profit may be supplemented with two years prior experience working as a communications coordinator or in a research capacity in a for-profit organization.

OTHER SKILLS AND ABILITIES

- Excellent computer skills, including word processing and data entry.
- Previous database experience in an advancement office preferred.
- Exceptional attention to detail.
- Excellent organizational skills with the ability to prioritize tasks.
- Exceptional interpersonal skills and the ability to communicate professionally with major donors.
- Basic understanding of public relations fundamentals.
- Demonstrated experience working as a successful part of a team.
- Strong reading, comprehension and research skills required.
- Excellent writing and editorial skills necessary as the successful incumbent must be able to draft original correspondence and proof publications.
- Ability to effectively present information in one-on-one and small group situations to donors and employees.

CLOWES ASSISTANT OR ASSOCIATE CONSERVATOR OF PAINTINGS

(Please specify “*Paintings Conservator*” in subject line if you email your resume)

Reports To: Chief Conservator and Senior Conservator of Paintings

Basic Work Week: 37.5 hours per week, M-F.

OVERVIEW

The Indianapolis Museum of Art (IMA) at Newfields seeks a paintings conservator for a three year appointment as Clowes Assistant or Associate Conservator of Paintings. The Clowes Assistant or Associate Conservator will focus primarily on systematic technical examination and imaging of the Clowes Collection of Old Master Paintings, working with outside scholars and staff curators to produce an online catalogue slated to appear in installments from 2018 to 2020. Editing of existing conservation reports to conform to the Clowes Catalogue style guide to meet publication deadlines is also a priority.

The collection, spanning the beginning of the 14th century to the 19th century features Italian, Spanish, Dutch, English, Flemish, French, and German paintings, including masterworks by Rembrandt, Rubens, Brueghel, Ribera, El Greco, Cranach, and others. The special character of the collection is preserved in galleries that suggest the intimate domestic setting in which they were formerly displayed.

Secondary responsibilities include: conservation treatments of oil and tempera paintings in the Clowes Collection; writing the conservation section of the Clowes Fund Quarterly Report; performing the annual condition survey of the Clowes Collection; performing monthly dusting/ minor condition checks in the Clowes Galleries; responding to scholarly requests regarding paintings from the Clowes Collection, and responding to loan requests and performing loan assessments on paintings from the Clowes Collection. All examination, imaging, and conservation treatment work will adhere to the AIC Code of Ethics and Guidelines for Practice.

Technical examination will require understanding of the materials and techniques of the artists, as well as expertise with a variety of imaging equipment (GE Rhythm Computed Radiography, Osiris IRR camera, DSLR and multispectral cameras, Leica Photomicrography, and the associated processing software for color correction, entering metadata, and archiving in the museum’s Digital Asset Management System). The Clowes Conservator will work with the IMA’s state-of-the-art conservation science laboratory to perform scientific analyses <http://www.imamuseum.org/research/conservation-science> and well-equipped conservation labs staffed by specialists in paintings, paper, objects, and textiles conservation <http://www.imamuseum.org/collections/conservation>.

Applicants must have a master’s degree from a recognized conservation training program and a minimum of two years of post graduation experience with Old Master paintings to be considered for the Associate level; thorough knowledge of conservation theory and practice; materials science as it applies to painting materials, including experience with performing and interpreting XRF and other analytical techniques; ability to perform complex conservation treatments on paintings to the highest standards; excellent English oral and written communication skills, as well as computer and related technology skills. The applicant must be eligible to work in the U.S. The successful candidate will report to the Chief Conservator/ Senior Conservator of Paintings. There is a possibility of extension beyond three years.

To apply, please send a letter of interest, a CV, and three letters of recommendation by electronic attachment to the IMA’s Human Resources department,.

PREPARATOR/MOUNTMAKER

(Please specify “*Preparator/Mountmaker*” in subject line if you email your resume)

Reports To: Chief Preparator

Basic Work Week: 37.5 hours per week, M-F.

OVERVIEW

Responsible for: management of museum mount shop, production of display mounts (fixtures), preparation of galleries for exhibition installations, art relocation services and permanent collection processing support to assure artifact safety, production and application of packaging for art transit, installation and de-installation or art and art support furnishings.

ESSENTIAL JOB FUNCTIONS

- Participate in art installation and de-installation, crating and uncrating works of art by proper handling, lifting, moving, placing, and hanging works of art as required by the IMA art handling guidelines.
- Responsible for metal working needs of the department. See Specialty Mount Maker Addendum. These responsibilities will include production of structures designed to display objects of art ranging from jewelry to large stone objects and will include technologies ranging from fine jewelry torches to TIG and stick welding.
- Prepare galleries for exhibition installations, including patching and painting gallery walls, locating and moving gallery furnishings, and implementing designs for temporary exhibitions.
- Maintain and refurbish gallery installations, including patching and painting walls and exhibition furnishings for permanent collection.
- Deliver, install, de-install, and collect works of art by truck, both locally and interstate.
- Work with curatorial, conservation, and registration departments to gather information, e.g., for art moves, art conservation problems, approvals for art moves.
- Work within the installation crew with appreciation of the team and its mission.
- Handle miscellaneous exhibition duties, including maintenance of storage, hanging carts, and collecting supplies and materials for art installations.

Other duties may be assigned.

To perform the job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Professional level of knowledge needed in specialized field, equivalent to that which would be acquired by completing a four year college program and one to two years job related experience, or equivalent combination of education and experience.

OTHER SKILLS AND ABILITIES

Knowledge of finish construction and the ability to use hand and power tools and hardware along with good manual dexterity. Knowledge of art handling, including installation skills. Knowledge of exhibition design. Knowledge of art. Painting skills. Organizational skills. Must pass Government conducted Security Threat Assessment and annual certification tests, and execute

related directives and regulations. Must occasionally lift and/or move up to 75 pounds. If activities require, must be willing to take spirometry test and be fit tested for respirator.

Specialties addendum for Mount Maker

Essential job functions:

- Design mounts for art objects requiring mounts for reasons of presentation, stabilization or security.
- Fabricate mounts using technologies including but not limited to silver soldering (brazing), MIG, TIG and stick welding, epoxy putty impressions, and lay up resins.
- Work in conjunction with conservators, gallery designers, curators and visiting couriers to determine appropriate support for object display.
- Maintain database inventory of mounts related to permanent and temporary galleries.
- Maintain file of installation notes for objects in museum's permanent collection.
- Maintain mount shop, its equipment and its material inventories
- Supervise and assist approved staff in mount room with functions of equipment and appropriate use of materials. Monitor safe and proper use of tools including TIG welder, oxy-acetylene torch, grinders and saws. Provide safety equipment when needed.

FACILITIES TECHNICIAN/ELECTRICIAN

(Please specify “*Facilities Technician/Electrician*” in subject line if you email your resume)

Reports To: Associate Director of Facilities

Basic Work Week: 40 hours per week, M-F and rotating weekends.

OVERVIEW

Provide Facilities maintenance support for Newfields

ESSENTIAL JOB FUNCTIONS

- Work with Associate Director of Facilities on electrical projects
- General maintenance including working independently on electrical projects
- Help maintain and make adjustments to HVAC in all buildings
- Oversee building maintenance and troubleshooting when assigned to work on the weekends
- Ability to work some evenings, on call and weekend rotation

Other duties may be assigned.

To perform the job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma and two years experience in a related position.

OTHER SKILLS AND ABILITIES

Must have proficiency with hand tools, electrical tools, and electrical measuring devices

Possess the ability to work under pressure and constant change

Understanding of electronics and electrical schematics

The employee must occasionally lift and/or move up to 50 pounds

LEVEL 3 MAINTENANCE TECHNICIAN, 2ND SHIFT

(Please specify “*Level 3 Maintenance Technician*” in subject line if you email your resume)

Reports To: Associate Director of Facilities

Basic Work Week: Tuesday through Saturday (Flexible When Applicable) 2nd Shift 3pm-12am

OVERVIEW

Keep Associate Director of Facilities apprised of all projects, buildings deficiencies, inspections and repairs

Provide maintenance support for entire Campus

ESSENTIAL JOB FUNCTIONS

- Help maintain and make adjustments to HVAC in all Campus buildings
- Belt and Filter Changes in AHU's
- Oversee building maintenance and troubleshooting HVAC problems
- Respond to other staff members via radio traffic
- Must be able to respond immediately when on call with mobile phone
- Complete work orders in a timely manner
- Responsible for maintaining miscellaneous types of door hardware
- General Maintenance including but not limited to painting, light bulb replacement, adding salt to water softeners, filter changes, and other tasks as assigned.
- Must work well in a Team environment
- Must have excellent communication skills

Other duties may be assigned.

To perform the job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma and two years experience in a related position or Trade School certification

OTHER SKILLS AND ABILITIES

Proficiency with hand tools, power tools, and electrical measuring devices

Ability to read blueprints, work under pressure and change, and in high areas on ladders or lifts

The employee must occasionally lift and/or move up to 50 pound

PAINTER

(Please specify “Painter” in subject line if you email your resume)

Reports To: Associate Director of Facilities

Basic Work Week: 40 hours per week, rotation on weekends.

OVERVIEW

Keep Associate Director of Facilities up to date on all painting projects

Provide maintenance support for entire Campus

Potential to evolve in Maintenance Technician position if desired

ESSENTIAL JOB FUNCTIONS

- Work with Associate Director of Facilities to provide a comprehensive painting schedule in the main complex
- Maintain and repair all associated areas of the museum with patchwork and drywall mud
- Oversee building maintenance and troubleshooting when assigned to work weekends or evenings
- Must work well in a Team environment
- Respond to other staff members via radio traffic
- Must be able to respond immediately when on call with mobile phone
- Complete work orders in a timely manner

Other duties may be assigned.

To perform the job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma and two years’ experience in a related position

OTHER SKILLS AND ABILITIES

Proficiency with hand tools, power tools

Ability to work in high areas on ladders or lifts

SECURITY CONTROL ROOM OPERATOR

(Please specify “*Security Control Room Operator*” in subject line if you email your resume)

Reports To: Director of Security

Basic Work Week: 37.5 hours per week, 5 days (includes weekends).

OVERVIEW

The Control Room Operator performs varied duties that provide protection and safety of all persons, assets, and property of the Indianapolis Museum of Art and the Newfields campus.

ESSENTIAL JOB FUNCTIONS

- Monitor and interact with Control Room equipment. Maintain knowledge of equipment usage and ability to problem solve difficulties with the equipment
- Have working knowledge of the buildings and grounds to prevent and report detrimental activity and to perform security and safety duties
- Primary communication to all responding outside emergency agencies
- Keep current on policies, procedures, and program changes
- Initiate, prepare, and maintain necessary paperwork and reports in connection with shift activities and duties performed
- Receive and evaluate all requests for security services and dispatch personnel as appropriate.
- “Customer Service” is a huge part of your interaction with guests and staff. Guests and/or Staff shall receive concise information and professionalism
- Staff in this position may become aware of private, personal and sensitive information that should not and cannot be shared with others, unless cleared through Management
- Support all criminal investigations through preliminary efforts (review footage for investigations)
- Responsible for campus-wide till security
- Access control and monitoring
- Operate within FCC guidelines and regulations while transmitting on radio

Other duties may be assigned.

To perform the job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or GED and 6-12 months prior field related and/or other job related experience.

SECURITY ROVER

(Please specify “*Security Rover*” in subject line if you email your resume)

Reports To: Director of Security

Basic Work Week: 37.5 hours per week, 5 days (includes weekends).

OVERVIEW

The Security Rover performs varied duties that provide protection and safety of all persons, assets, and property of the Indianapolis Museum of Art and the Newfields campus.

ESSENTIAL JOB FUNCTIONS

- Patrol the buildings and grounds to prevent and report detrimental activity and to perform security and safety duties
- Respond to requests for service including, but not limited to, unlocks, escorts, contractor escorts and gallery deployment
- Serve as ‘Safety Officers’ on the Safety Committee
- Conduct safety checks campus-wide
- Support Control Room operations. Operate within FCC guidelines and regulations while transmitting on radio
- Staff Employee Entrance desk and distribute keys to staff
- Staff Dock post, receive packages and sign in visitors in accordance with proper procedures
- Staff Oval entrance and GT Service Gate. Customer Service is a huge part of your interaction with guests and staff. Guests and/or Staff should be greeted with a “SMILE” and a “HELLO.” Maintain customer service by respecting all customers including co-workers, guests, and donors. Greet and assist customers in a caring and considerate manner, focusing on customer satisfaction as the primary goal. Maintain an appropriate and professional image at all times
- Keep current on policies, procedures, and program changes
- Initiate, prepare, and maintain necessary paperwork and reports in connection with shift activities and duties performed
- Post and rove in all interior spaces as well as outdoors as necessary, observing visitors and art to deter any interaction or damage to art
- Become familiar with daily operations in order to assist with opening and closing procedures, and with the safety and comfort needs of visitors
- Perform lock and unlock procedures as requested
- Assist in inventory or inspection procedures as directed by supervisor
- Staff in this position may become aware of private, personal and sensitive information that should not and cannot be shared with others, unless cleared through Management

Other duties may be assigned.

To perform the job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or GED and 6-12 months prior field related and/or other job related experience.

AUDIENCE RESEARCH ASSOCIATE (Part-Time)

(please specify “Audience Research Associate” in your subject line if you email your resume)

Reports To: Manager of Audience Research and Evaluation

Basic Work Week: Part-Time, 4-12Hrs/Wk

OVERVIEW

To better enhance visitor experience at the IMA, Lilly House, 100 Acres: The Virginia B. Fairbanks Art & Nature Park, the Audience Research Associate will work with the Manager of Audience Research and Evaluation to carry out studies covering various IMA offerings including the general exit survey, and exhibitions and programs evaluations. This will include the collection of data primarily via intercept surveys and interviews.

ESSENTIAL JOB FUNCTIONS

To perform the job successfully, an individual must be able to perform each essential function satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Collect data for exit surveys and exhibition evaluations.
- Assist with collecting data for other studies as they arise, which could include front-end and formative evaluations to help inform decisions on IMA offerings.
- Enter data from paper questionnaires and transcribe responses from interviews.
- Use appropriate tools effectively such as prompt cards, iPad, and SurveyMonkey™.
- Communicate any oral feedback received from visitors that could help enhance the Museum experience and make any suggestions for improvements to the data collection process.
- Remain up to date on audience research and evaluation methods and apply to current work.
- Must be able to work independently and as part of a team.
- Must be available evenings and weekends for a shift of up to five hours. Number of shifts per month is flexible with a minimum of four.

Other duties may be assigned.

To perform the job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor’s degree in anthropology, education, marketing, museum education, museum studies, or a related field. Previous experience conducting audience research and program or exhibition evaluation required.

Ability to interact well with diverse audiences, effectively present information, and respond to questions. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to follow detailed instructions and execute tasks with precision. Must be punctual.