**Interpretation Planner**

Please put “Interpretation Planner” in the subject line if you are submitting your application by email.

Position type: Full-time, this is a temporary position that is available immediately and will run 3-4 years
Basic work week: 37.5 hours per week

**OVERVIEW**

The Interpretation Planner works with curatorial staff, the interpretation team, and the broader core exhibition development team to create the interpretive content for Newfields’ exhibitions, permanent collection, and interactive spaces. They serve on exhibition core teams with the objective of creating exhibitions and re-installations that cohesively address the museum’s goals for visitor engagement. This position works with the Director of Interpretation, Media, and Publishing and the interpretation team to define and implement the Newfields’ interpretive strategy. They help oversee the process for development and implementation of analog and digital interpretive projects that support visitor experience while seeking to maximize their effectiveness by implementing best practices and research. The interpretation planner must be able to work at a fast pace while also working collaboratively with staff across the organization.

**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.*
• Lead the exhibition development core team to formalize the exhibition’s thesis, learning and experiential outcomes, content, interpretive plan, and gallery design. Specifically, the role of the Interpretation Planner in the core team is to advocate for features to support and enhance the guest experience in the design and layout of the galleries and interpretive materials. The Interpretation Planner also shares project management responsibilities of the core team process with the Director of Exhibitions and the Exhibitions and Licensing Coordinator including:
  o Developing and maintaining interpretation budgets.
  o Scheduling, creating agendas, and leading core team meetings.
  o Taking and sharing meeting notes.
• Oversee the development of analog and digital interactive projects including:
  o Developing timelines, identifying deliverables, assigning tasks, setting up meetings, and communicating with staff and contractors involved in the projects.
  o Reviewing and maintaining relevant project documentation including contracts, deliverables, etc.
• Conduct research to keep abreast of best practices in museum interpretation. When possible, disseminate information about Newfields’ interpretation internally or through conference presentations or articles.

Required Skills:
• Must work collaboratively across departments to carry out projects and resolve problems.
• Ability to lead meetings.
• Must manage projects, maintain and meet deadlines, prioritize, multitask, be flexible and resourceful while anticipating the needs of the institution and the department.
• Maintain a professional demeanor, particularly when dealing with the public, board, members, donors, colleagues, or other important constituents.
• Excellent language and editing skills; ability to communicate effectively with various staff members and external constituents both verbally and in writing.

Education and/or Experience:
• College degree in art history, art education, museum studies, studio art, visual communication, and/or related field preferred.
• At least 3 years’ experience working in art museums and more specifically in the field of museum interpretation is preferred.
• Experience in project management.

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:
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.