

## **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](mailto: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.

## **FULL-TIME POSITIONS:**

### **DIRECTOR OF ACADEMIC ENGAGEMENT**

(Please specify "*Director of Academic Engagement*" in subject line if you email your resume)

Reports To: Deputy Director for Audience Engagement and Public Programs

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

### **OVERVIEW**

This leader sets the vision and leads the development of academic engagement at the IMA. S/he leads the design and delivery of IMA programs that empower preschool through university level educators, as well as leaders of community-engaged organizations, to integrate the Museum, featured exhibitions, Virginia B. Fairbanks Art and Nature Park: 100 Acres, historic properties and gardens meaningfully into their work with academic audiences. This position works with colleagues in Audience Engagement and other IMA departments to develop innovative offerings for students, educators, community leaders, educational researchers, docents, and others. Based on current research in the field of arts and learning, s/he plays a leading role in developing, implementing, and assessing student, teacher, and docent programs at the IMA. S/he analyzes and shares findings with colleagues at the IMA, regionally, nationally, and internationally. S/he serves on various departmental and cross-departmental project teams as needed.

### **ESSENTIAL JOB FUNCTIONS**

- Supervisory Responsibilities: Manager of Docent Program, Manager of Studio Programs, Academic Engagement Project Manager, Sr. Coordinator of School and Group Services, Teaching Artists, and other staff assigned on a project basis;
- Develop academic engagement vision statement, mission statement, learning objectives, and long-range planning for engaging academic audiences;
- Oversee IMA Studio Classrooms and Academic Programs including the St. Mary's Child Center at the IMA Preschool, Summer Camps Program, Internship Program, After School Program, *Inspired by...School* Competition and Exhibition, Toddler Art Groups Program; Homeschool Programs, Adult Studio, Educator's Open House, Summer Book Club for Educators, Teacher Talks, Visual Thinking Strategies Workshop, and other workshops and professional development opportunities for educators;
- Oversee the Docent Program including public and scheduled tours of the IMA's permanent collection, featured exhibitions, gardens, and grounds. Oversee scheduling of school groups for docent-led tours as well as self-guided tours.

- Provide leadership in academic program development, including piloting new programs based on current educational research and program evaluation;
- Contribute to the leading edge of creative engagement with museums through research, academic writing, and/or presentations of new models in the field of arts, nature, and learning;
- Reach academic audiences beyond the physical Newfields campus by finding impactful ways to disseminate findings on learning in the arts and nature regionally, nationally, and internationally
- Oversee curriculum development and educational content for academic programs and identify curricular connections between Newfields and the regional academic community;
- Expand Newfields presence in the academic community through establishing partnerships with local schools and institutions, initiating new community partners with expertise that match new programs, and actively participating in arts education committees in the Indianapolis community;
- Lead Academic Engagement program committees such as the IMA Educators Advisory Panel;
- Mentor educators in interpretative techniques that emphasize the arts and nature as a way to foster critical thinking and cross-curricular learning;
- Regularly communicate educational resources and relevant IMA experiences with teachers through the Creative Classroom newsletter and/or other social media platforms;
- Work with other Newfields staff members and/or outside consultants to develop and implement evaluation and assessment tools to measure, interpret, and analyze the outcomes of academic programs;
- Assist team members in other areas of Audience Engagement to connect multiple audiences with art,
- design, and nature both on-line and on-site;
- Develop and administer an accurate and responsible fiscal budget;
- Assist fund raising and marketing efforts by working with other Newfields staff members to meet with potential funders, create content for grant proposals, and manage grant budgets related to academic engagement;
- Work on various teams and projects as assigned;

*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**

Master's degree in Art Education, Education Administration, Art History, Museum Studies, or a related field. Five or more years of professional experience in education including curriculum and program design, prior supervisory and budget management experience, and excellent ability to collaborate with community partners. Experience working with schools, with educators, and with non-traditional learning contexts is required. Terminal degree and art museum experience preferred.

**OTHER SKILLS AND ABILITIES**

Relevant computer skills, including word processing and data entry. Attention to detail. Previous experience with all Microsoft Office XP products required. Organizational skills to prioritize tasks. Exceptional interpersonal skills. Basic understanding of public relations fundamentals and demonstrated experience working as part of a team.

Strong reading and comprehension skills required. Strong writing skills necessary; must be able to draft original correspondence. Ability to effectively present information in one-on-one and small group situations to donors and employees

## **MEDIA PRODUCER**

(Please specify "*Media Producer*" in subject line if you email your resume)

Reports To: Director of Interpretation, Media, and Publishing

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

### **OVERVIEW**

As a member of the media team the media producer is responsible for creating content that highlights and reinforces the collections, programs, and communication goals of Newfields. The media producer works in close collaboration with interpretation, curatorial, public programs, and the communications team. This position assembles, creates and authors video and audio content for publication on the museum's online channels, as well as onsite. The media producer is responsible for creative research and for keeping abreast of current trends in visual and audio media. This position is also responsible for the day-to-day project management and execution required to envision and initiate new video and audio projects in addition to managing and shepherding existing initiatives of the institution. This position is responsible for proper storage and retention of created media within the DAM. This position requires a flexible schedule as projects sometimes occur outside of traditional work hours.

### **ESSENTIAL JOB FUNCTIONS**

- Work closely with interpretation staff to create media that executes interpretation goals.
- Prepare media (static and interactive) for rotating and temporary exhibitions.
- Produce and assemble multi-media content for online and in-gallery use including: mobile tours, kiosk and gallery interactives and other interpretive online and onsite content.
- Produce and assemble multi-media content for communications and marketing use.
- Maintain close relationships with Newfields staff to manage highly collaborative efforts across multiple departments.
- Video record, process, and edit artist interviews, mobile tours, and some lectures and symposiums.
- Take care of the video equipment, recording studio, and editing suite.
- Upload videos to Youtube.
- Organization, storage and management of files within the server and DAM according to Newfields approved workflows and standards.
- Mentor media interns.
- Works cross-departmentally to carry out projects and resolve problems.
- Is a team player within the Audience Engagement and Public Programs division and institution wide.
- Manages projects while maintaining and meeting deadlines and prioritizing and multitasking. Is flexible and resourceful while anticipating needs of management and the department.
- Maintains a professional demeanor, particularly when dealing with the public, board, members, donors or other important constituents.

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**EDUCATION and/or EXPERIENCE**

College degree in Communications or a related field. Additional experience required.

**OTHER SKILLS AND ABILITIES**

Prioritizes to meet deadlines. Contemplates larger issues and ideas, while also thinking logically to maintain consistency and accuracy in work.

Computer skills including Microsoft Office applications, Excel, Outlook, Proficient with both Mac and PC software including Final Cut Pro, Photoshop, AfterEffects, Premiere, and Soundtrack Pro.

## **CURATORIAL ASSISTANT**

(Please specify "*Curatorial Assistant*" in subject line if you email your resume)

Reports To: Coordinator of Special Projects  
Basic Work Week: 37.5 hours per week, M-F.

### **OVERVIEW**

Provide administrative, collection, and curatorial support to the Curatorial Coordinator of Special Projects. The position requires a motivated arts professional who is highly organized and detail-oriented with strong interpersonal skills, efficient ability to execute multiple tasks, and experience with digital platforms and relational databases. This is a 2 year term temporary position.

### **ESSENTIAL JOB FUNCTIONS**

- Assist Curatorial Coordinator and Registration with planning and implementation of collection reviews and preparation for quarterly Collection Committee meetings. These responsibilities include storage organization, photography, report writing, research, filing, and creating agendas.
- Maintain collection database and assist Curatorial Coordinator in duties related to record retention, research, problem resolution, and general maintenance by utilizing the IMA's historical records and library holdings.
- Perform administrative responsibilities, including maintaining reports and digital records in the Museum's collections database, filling out purchase orders and reimbursements, coordinating and scheduling meetings.
- Aid Curatorial Coordinator in Liaison duties for the affiliate groups Asian Art Society (AAS) and Contemporary Arts Society (CAS). Assist with coordination, communication, and scheduling of events; draft copy for email announcements and invitations; maintain RSVP lists for events; assist at events that take place in the evening and weekends about four-six times per year.

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### **EDUCATION and/or EXPERIENCE**

M.A. required in art history, museum studies, or related field. At least two years of museum experience or equivalent demonstrable experience with other art institutions, galleries, or auction houses. Candidates should have excellent written, communication, and organizational skills as well as strong interest and knowledge of art. Aptitude in Microsoft applications such as Word, Outlook, Excel, Access, and PowerPoint required. Previous experience with museum databases a plus.

**OTHER SKILLS AND ABILITIES**

- Exceptional organization, detail-oriented nature, and advanced interpersonal/communication skills, including telephone and e-mail etiquette.
- Knowledge of museum governance and standard acquisition and deaccession practices.
- Ability to effectively handle diverse projects, prioritize and execute multiple tasks, and work well with frequent interruptions.
- Experience with photography and editing a plus.
- Flexibility, dependability, and professional demeanor.
- Ability to work well both independently and with others.
- Ability to problem-solve and anticipate next steps.
- Capacity to meet deadlines with minimum supervision.
- Ability to appropriately handle confidential information. Discretion and judgment in regards to information about the Museum's collection and art works on loan to the Museum.



## **HUMAN RESOURCES ASSISTANT**

(Please specify "*HR Assistant*" in subject line if you email your resume)

Reports To: Assistant Director of Human Resources

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

### **OVERVIEW**

The human resource assistant is responsible for the administrative support of day-to-day human resource operations. Under supervision, they will perform work of moderate difficulty in human resources, payroll, and benefits administration. The HR department works as a cross-functioning *team* towards the goals of our organization, consistently *hosting* our staff, and guests.

### **ESSENTIAL JOB FUNCTIONS**

- Provides front-desk assistance for HR Department and Newfields Staff.
- Interacts with and supplies information to job applicants, employees, department heads, and public and private agencies.
- Assists with recruitment and interview process.
- Prepares job postings.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files. Submits online investigation requests and assists with new-employee background checks.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective actions.
- Assists with processing of terminations.
- Assists with the preparation of the performance review process.
- Assists employees and supervisors with basic interpretation of HR policies and procedures.
- Processes payroll changes using a computerized system.
- Performs a wide range of duties relative to the maintenance and processing of personnel records and reports.
- Provides clerical and operational support to other human resource staff. Also some assistance to the Manager of Volunteer Services.
- Maintains high standards of confidentiality of all employee records and information.
- Assists with new-employee orientations.
- Prepares job postings.
- Responds to reference checks and verifications of employment status.
- Assists with HR projects.
- Assists with benefits administration.
- Assists with HR Communication Plans

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skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMPETENCIES**

- Communication
- Critical Evaluation
- Relationship Management
- Ethical Practice

**EDUCATION and/or EXPERIENCE**

Associate's degree in HR or related field, but experience and/or other training/certification may be substituted for the education. Two years' experience in HR and/or benefits administration.

**OTHER SKILLS AND ABILITIES**

Demonstrated experience with MS Office products, particularly Excel. Excellent computer skills, including ability to work in multiple systems. Attention to detail and organizational skills with the ability to prioritize tasks.

Must be able to communicate diplomatically and enthusiastically with a diverse group of staff, members, and guests. Ability to effectively present information and respond to questions from staff at all levels, in a constructive and diplomatic manner required.

**GRAPHIC DESIGNER (JR)**

(Please specify "*Graphic Designer*" in subject line if you email your resume)

Reports To: Chief Designer

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

**OVERVIEW**

The Junior Graphic Designer works as part of a collaborative creative team to produce design solutions for projects campus wide, while working within graphic standards of the Newfields brand. This position works closely with other staff designers, marketing managers, copywriters, photographers, and outside vendors.

**ESSENTIAL JOB FUNCTIONS**

- Designs print collateral as assigned for all departments and exhibitions while maintaining the Newfields brand.
- Creates concepts and implements designs for marketing and development print needs as assigned. Projects include brochures, signage, fliers, invitations, advertising, posters, direct mail pieces and more.
- Works with exhibition designers to create concepts and designs for range of exhibition needs.
- Works with a variety of vendors to assure all projects are produced on time and on budget, and attends press checks.
- Supports institution-wide initiatives as needed in both lead and supporting roles.
- Serves on various committees as assigned.

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**EDUCATION and/or EXPERIENCE**

Bachelor's degree in Graphic Design or Visual Communication Design, with related professional experience.

**OTHER SKILLS AND ABILITIES**

- Excellent verbal and written communication skills.
- Ability to multi-task and work under deadline pressures while maintaining strong attention to detail.
- Strong knowledge of pre-press and commercial print processes.
- Proficient in InDesign, Photoshop, and Illustrator in a Mac environment.

## **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.

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**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.

### **LEVEL 3 MAINTENANCE TECHNICIAN, 2<sup>ND</sup> 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) 2<sup>nd</sup> 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

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#### **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