

INTERNSHIP DEPARTMENT DESCRIPTIONS

ACADEMIC ENGAGEMENT

The Academic Engagement department offers students of all ages opportunities to develop their understanding of art, nature, and design using multiple vehicles for learning. These learning opportunities may 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, an on-campus preschool, and internship experiences for undergraduate and graduate students. The department also oversees four studio classrooms that serve various school programs and provide a creative space for youth summer camps and other studio based programs. The department collaborates with other departments within the museum as well as community partners such as local schools, universities, and professional organizations.

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.

CONSERVATION & CONSERVATION SCIENCE

A conservator combines unique skills gained through advanced training in art history, science, studio art, and related disciplines to care for and preserve the museum's collections. A conservation scientist is a professional scientist whose primary focus is the application of specialized knowledge and skills to support the activities of conservation through materials research and analysis.

Newfields conservators and conservation scientists work with curators to preserve the museum's collections. They enhance their understanding of works of art in the collection by evaluation and treating, conducting technical research on the collection and potential acquisitions, and examination of works requested for loans and on loan to the museum. The Conservation department also actively participates in establishing and monitoring environmental conditions in the galleries and art storage areas.

Learn more about the conservation and conservation science departments [here](#). Initial contact with Newfields Conservation and Conservation Science Departments is recommended prior to internship application. They can be contacted at 317.923.1331 x153 or conservation@discovernewfields.org.

Prerequisites for intern applicants in Conservation

- Pre-graduate program conservation experience for students actively pursuing acceptance to graduate training in conservation
- Graduate internships and summer work projects for students currently enrolled in a recognized graduate training program

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.

DEVELOPMENT

The Development department serves the philanthropic interests of the Museum and its supporters by securing contributed revenue and stewarding and managing relationships with Newfields members, volunteers, donors and funders. The Development department includes Membership, Second Century Society (leadership annual members), Annual Fund, Affiliate Programs, Board and Trustee management, Corporate, Foundation and Government Support, and Donor entertainment and travel. Annual support, combined with support from the Newfields endowment, provides for the ongoing programs and operations of Newfields.

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.

ENVIRONMENTAL & HISTORIC PRESERVATION

Newfields' division of Environmental and Historic Preservation oversees the care and interpretation of large portions of the 152-acre campus, including Lilly House, the Olmsted-designed country-place era estate of J. K. Lilly, Jr., The Garden, and The Virginia B. Fairbanks Art & Nature Park: 100 Acres. Also under this division's care is Miller House and Garden in Columbus, Indiana, the home of J. Irwin and Xenia S. Miller. Designed for them by Eero Saarinen, Dan Kiley, and Alexander Girard, the property is one of America's most significant modernist landmarks.

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.

NEWFIELDS LAB

Newfields Lab is a team of designers, developers, and digital strategists who create technology solutions for Newfields and other institutions in the cultural sector. 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.

INTERPRETATION, MEDIA & EVALUATION

The Interpretation, Media and Evaluation department at Newfields is responsible for the production of interpretive content and experiences about the museum's permanent collection, temporary exhibitions, public programs and historic properties. This includes analog and digital interactives and apps, text-based and audiovisual interpretation tools (images, videos, mobile guide) and publications. The department is also responsible for conducting audience research and evaluation and disseminating the results across the organization.

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.

LIBRARIES & ARCHIVES

The Stout Reference Library is a non-circulating research library that consists of thousands of resources on the visual arts including books, magazines & periodicals, museum publications, auction catalogs, artists' files, and online databases. The library collection focuses on the encyclopedic collection of the Indianapolis Museum

of Art at Newfields while also providing general information about art and art history of all periods.

The purpose of IMA Archives is to organize, preserve, and make accessible museum records not in current use and to collect documentation relevant to the work of the institutions, including a) records relevant to the museum's history (minutes, committee reports, departmental papers, photographs, sound recordings and video recordings); b) personal papers of curators and directors when relevant to museum interests or history; c) papers of individuals related to museum interests, such as trustees and former staff; d) oral histories; e) primary resource materials related to museum collections and properties (Oldfields-Lilly House & Gardens, Miller House and Garden, works of art, artists, collectors and collections of art, etc.). IMA Archives provides necessary research support in order to enrich and enhance the museum's curatorial, educational, and operational work.

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.

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, Concert Terrace, and 100 Acres.

REGISTRATION

The Registration department manages the documentation as well as the physical inventory of the permanent collection, loans, and any other work of art entering or exiting the museum, its historic properties, and Fairbanks Park. Management of the collection includes making shipping, crating, insurance, and customs arrangements; conducting inventories and tracking locations of objects; documenting each work of art through written reports, photography and research. The Registration department maintains a collections management database, which documents all entering and exiting artwork and provides access to information about the works of art in the collection.

VOLUNTEER SERVICES

The Volunteer Services Department functions as the primary liaison between Newfields staff and volunteers by matching volunteer skill sets and interests with departmental needs. The Volunteer Services Department is constantly improving its programming to adapt to the evolving needs of the museum, volunteers, staff, and exhibitions. Ongoing projects include assessment of volunteer service data, planning appreciation events, streamlining departmental policies and procedures, and connecting with potential volunteers through community outreach. 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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