



## **Seasonal Events Associate**

Please put "Seasonal Events Associate" in the subject line if you are submitting your application by email.

Position type: Part-time, Seasonal

Basic work week: Approx. 10-29 hours per week

### **OVERVIEW**

This position will work with our event coordinators during our *Winterlights* exhibit. Opening in November 2019, *Winterlights* will feature a dazzling nighttime experience with a magical stroll through The Garden illuminated by over one million lights.

### **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.*

- Act as onsite coordinator for internal and external events as needed
- Set-up & tear down internal and external events as needed
- Assist in the communication of event details with the operation departments of the Newfields
- Administrative duties for events and hospitality department such as invoicing, contracting, following up with leads, drafting proposals and completing internal paperwork/forms as needed
- Work with the onsite Newfields staff and outside vendors to ensure exceptional event experiences during execution of internal and external events
- Provide support to the hospitality and events team in the onsite planning, set up and execution of events, internal and external, as needed
- Assist as needed to culinary arts team projects

### **Required Skills:**

- Ability to obtain Indiana Alcohol & Tobacco Commission Serving Permit
- Basic knowledge of special events including weddings, non-profit organization, & corporate
- Organized, responsive, and punctual with excellent time-management skills
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages
- Basic computer skills and a pleasant attitude when interacting with visitors
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### **Education and/or Experience:**

- High School Diploma or GED
- Customer Service, admin or hospitality experience or internships preferred

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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:

Mail: Newfields  
ATTN: Human Resources  
4000 Michigan Road  
Indianapolis, IN 46208

E-mail: [hr@discovernewfields.org](mailto:hr@discovernewfields.org)

Fax: 317-920-2655  
No phone calls, please.

### **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](http://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.