



Production Designer and Interpretation Coordinator

Please put "Production Designer and Interpretation Coordinator" in the subject line if you are submitting your application by email.

Position type: Full-time

Basic work week: 37.5 hours per week

OVERVIEW

The production designer and interpretation coordinator is part of the Interpretation, Media, and Publishing department. This position will provide general administrative and coordination support to exhibition and graphic designers, interpretation planners, photographers, media producers, and editors who focus on exhibition development as well as permanent gallery installations. This position will also assist the exhibition graphic designer with layout and production of labels and with general project management of graphic design tasks associated with exhibitions and permanent installations.

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.

- Assist Graphic Designer with production tasks associated with exhibition and gallery graphics
 - Attend early exhibition core team meetings to assess graphic design needs
 - Prepare design briefs per project for graphic designer
 - Assist in the project management of the graphics needed for exhibitions including keeping track of production schedules and deliverables
 - Assist in the coordination between print vendors, installers, and exhibition design and interpretation teams
 - Schedule vendor installations
- Coordinate gallery rotations for the interpretation and exhibition design teams
 - Review rotation proposals and communicate with curatorial to assess needs
 - Schedule and assign Basecamp tasks related to text for gallery rotations.
 - Provide editor backup proofreading support.
 - Produce labels and graphics needed for rotations
- Assist in maintenance of interpretive spaces
 - Provide general administrative support for Interpretation, Media, and Publishing team
 - Assist with purchasing as needed
 - Assist with tracking departmental and project expenditures
 - Assist in annual budget planning
 - Assist with communication and coordination with vendors and contractors
 - Maintain calendar and spreadsheet of Interpretation, Media, and Publishing's projects lists and assignments

Required Skills:

- Software proficiencies: Adobe InDesign and Microsoft Office
- Ability to prioritize and execute multiple tasks and work under deadline pressures while maintaining a strong attention to detail
- Knowledge of pre-press and commercial print processes
- Aptitude/Experience with budget and project tracking
- Strong reading and comprehension skills required. Strong writing skills necessary; must be able to draft original correspondence.

Education and/or Experience:

- Bachelor's degree in Graphic Design or in Studio Art, Art History, Art Education, Liberal Arts that includes significant graphic design coursework/training and/or equivalent professional experience.

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

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.

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.