

## **Indianapolis Museum of Art Department Descriptions**

### **Audience Engagement**

The Audience Engagement department offers visitors of all ages multiple opportunities to develop their understanding of art, nature and design using multiple vehicles for learning. To that end, the department conducts ongoing research in an effort to identify and reach out to local, national and international audiences who connect with the museum both directly and online. In addition to conducting research, the department also offers professional development programs for teachers, school visits for students; drop-in art making activities for visitors of all ages internship programs for high school, undergraduate and graduate students; research on learning in the arts; and after-school programming at the museum and school sites. The department works with other departments within the museum on all matters that impact visitor motivation and experience, and with external partners such as universities, environmental groups, human services and professional organizations. The Audience Engagement department is committed to offering quality programs that empower all people to connect with IMA galleries, grounds, historic properties and 100 Acres: The Virginia B. Fairbanks Art & Nature Park. The department remains committed to designing programs and activities with universal design as a defining principle.

### **Conservation**

The work of the IMA's Conservation department encompasses both conservation and 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.

The IMA's conservators and conservation scientist work with the museum's curators to preserve the museum's collections and enhance their understanding by evaluating and treating works of art in the collection, 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 conservation at the IMA at [www.imamuseum.org/art/conservation](http://www.imamuseum.org/art/conservation).

Initial contact with IMA Conservation Department recommended prior to internship application. (317-923-1331 ext. 153 or [IMAConservation@imamuseum.org](mailto:IMAConservation@imamuseum.org)).

For Scholar applicants in Conservation:

- Summer work projects: duration minimum 8 weeks (if required by academic program) preferred 10-12 weeks
- Must be enrolled in or recently graduated from a recognized graduate level conservation training program

For Intern applicants in Conservation:

- Pre-graduate program conservation experience
- Graduate internships and summer work projects
- Must be actively pursuing or planning to pursue graduate training in conservation

### **Curatorial**

Curators at the Indianapolis Museum of Art have 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. IMA 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.

### **Design**

IMA designers work collaboratively to maximize the visual impact and functionality of graphics, exhibitions, multi-media projects, and the museum's 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 as well as curators to make decisions regarding layout, paint colors, art furniture, lighting and multi-media 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 IMA members, volunteers, donors and funders. The Development department includes Membership, Council (leadership annual members), Annual Fund, Volunteer Services, Affiliate Programs, Board and Trustee management, Corporate, Foundation and Government Support, and Donor entertainment and travel. Annual support, combined with support from the IMA's endowment, provides for the ongoing programs and operations of the Museum.

### **Environmental/Historic Preservation**

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

### **Installation**

The preparators of the IMA's Installation department apply specialized skills in art handling to execute the physical relocation and installation of art in the IMA galleries and on museum grounds. Working closely with design staff, preparators also create mounts, build art furniture and paint the galleries in advance of new exhibitions and reinstallations.

### **Legal Affairs**

Interns in the legal department at the Indianapolis Museum of Art have the opportunity to work with the museum's legal counsel on various issues impacting the museum. The department provides advice and counsel on all matters having legal significance for the Museum, contract review and negotiations, research, government affairs, legal workshops and educational programs. The department oversees various matters that may be assigned to outside counsel, and the legal affairs teams helps to develop policies and procedures for museum staff.

### **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 while also providing general information about art and art history of all periods.

The purpose of the 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 institution, 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, Miller House, works of art, artists, collectors and collections of art, etc.). The IMA Archives provides necessary research support in order to enrich and enhance the Museum's curatorial, educational, and operational work.

### **Photography**

Photography Services creates, manages, and edits photography of collections, exhibitions, programming activities, two historic homes, grounds and gardens, art and nature park, and additional supporting images related to publications, public affairs, and all other web and printed materials associated with the mission of the IMA. Photography is responsible for the care and management of historic film and digital image archives, the coordination and integrity of all reproductions of photographic images and the contractual management of their permissions.

### **Public Affairs (marketing and public relations)**

The Public Affairs department at the IMA plays a lead role in communicating IMA messages to the public, members and donors. Through earned media, advertising, social media, and traditional print marketing, the department has multiple avenues to convey its messages. The department also works with elected officials to gain support for IMA initiatives.

As Public Affairs works closely with departments across the Museum, interns have the opportunity to work on a variety of resume-worthy projects. Students in public relations, journalism, web site management, advertising, arts administration, or other related fields may be interested in an internship with Public Affairs. Creative thinking, strong writing skills and attention to detail are essential.

### **Public Programs**

The objective of IMA's 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 IMA venue, including the galleries, classrooms, the Tobias Theater, DeBoest Lecture Hall, Concert Terrace, and 100 Acres.

### **Publishing and Media**

The Publishing and Media department at the IMA is responsible for the production of interpretive content associated with IMA publications, including catalogues, website, mobile tours and other multimedia. Interns have the potential to work on projects that involve all stages of video production, writing for the blog and/or website, and work on the video website Art Babble and the in-gallery mobile tour, TAP.

### **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 the Art and Nature 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.

### **Technology**

IMA Lab is the computer software arm of the Indianapolis Museum of Art. The IMA Lab uses technology to solve problems and extend the reach of the IMA. Much of its focus involves delivering experiences on the web and to mobile devices.