



**INDIANAPOLIS MOTOR SPEEDWAY MUSEUM**  
**POSITION DESCRIPTION**

<b><u>Position Title:</u></b>	<b>RPM Restoration Student Intern</b>
<b><u>Department:</u></b>	Restoration
<b><u>Reports To:</u></b>	Restoration Manager
<b><u>Location:</u></b>	IMS Museum, 4750 W. 16 <sup>th</sup> Street, Indianapolis, IN 46222
<b><u>FLSA Status:</u></b>	Non-Exempt, Full-time

**Overview:**

The Indianapolis Motor Speedway Museum is looking for a Restoration Intern for the 2022-2023 season. This position is funded by the RPM Foundation and the Indianapolis Motor Speedway Oldtimers and offered to emerge professionals who look to start a career in motorsports or automotive restoration. This position is technical, working on various IMS Museum-owned vehicles. The intern will work alongside the Museum's Restoration Department for the internship duration. The internship period runs from June 2022 to the end of May 2023. The Internship schedule includes 15 weeks full-time (**40 hours/week June 20 through September 2, 2022, and May 1-31, 2023**) and Part-time (**20 hours/week September 5, 2022, through April 28, 2023**). Hours are flexible based on the intern's availability due to school schedules.

**SPECIFIC DUTIES:**

**Responsibilities:**

The Restoration Intern will assist the Restoration Manager and the Restoration Technicians in assessing, maintaining, and preserving Museum vehicles. Specific duties include:

- Assisting the Restoration Manager and Restoration Technicians with the assessment program for all running Museum vehicles.
- Assisting with the documentation of repairs of Museum vehicles and maintenance of files.

- Assisting in transporting vehicles to local venues and between Museum storage sites and other needed transportation.
- Assisting in the repair of damaged, aged, or incomplete vehicles, with specific duties depending on the background and skills of the intern. Restoration activities include making mechanical repairs and routine vehicle maintenance.
- Assisting with the restoration of vehicles that are official Museum restoration projects. Specific assignments will depend on the nature of the project and the intern's skills.
- Organizing tools, equipment, and other materials as needed.
- Participating in meetings and training programs concerning Restoration Services.
- Assisting IMS Museum curatorial staff as needed.
- Other duties as assigned.

### **Knowledge/Skills:**

- Working knowledge and experience in automobile repair and maintenance.
- High school graduate or GED equivalent required; classes and training toward a certification or Associates Degree in automotive engine design and repair, auto maintenance and repair, and/or bodywork, with at least 20 hours of class credit or equivalent training required.
- Experience and interest in older engine systems and body construction techniques are preferred.
- Excellent attention to detail and a high accuracy rate are required.
- Basic skills in the use of power tools. Knowledge of wiring and similar technical skills preferred. Experience and/or training in welding, fabrication, and use of metal lathe and mills would be a plus but not required.
- Current driver's license valid in Indiana.
- Knowledge of how to operate a manual transmission is preferred.
- Knowledge of loading/ unloading/ securing and transportation of vehicles are preferred.
- Interest in motorsports preferred.
- Knowledge of and experience using MICROSOFT Office products (WORD and EXCEL).
- Problem-solving skills: ability to see and diagnose a problem and determine how to fix it.
- Ability to communicate with a variety of individuals on technical matters.

### **Discretion/Latitude/Decision-Making:**

- Ability to work collaboratively with colleagues with, in some cases, close supervision.
- Ability to handle basic tasks with minimal supervision once own skills are proven.
- Follows through promptly and delivers work product on time and in acceptable condition/quality.
- Willingness to ask questions and learn from experienced automotive race mechanics.
- Maintains confidentiality of proprietary, confidential, and sensitive information.

**Communications/Interpersonal Contacts:**

- Ability to communicate effectively with a wide variety of people.

**Working Conditions/Physical Demands:**

Must work all or a part of one or both days on weekends in May and during select other events at the Indianapolis Motor Speedway, or as may periodically be requested and/or necessary. Must be able to lift a minimum of 40 pounds, push vehicles (with the assistance of others), work underneath cars, bend over engine bays, and otherwise work at sometimes awkward angles or positions. Due to potential work-related exposure to chemicals, awareness of and adherence to Hazard Communication and Personal Protective Equipment written programs is expected.

**Work Environment:**

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TO SUBMIT RESUME & COVER LETTER:** [museumjobs@brickyard.com](mailto:museumjobs@brickyard.com)

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*Rev. 04/18/22*