



Indianapolis Motor Speedway Museum Position Description

Position Title	Director of Education
Department	Curatorial/Education
Reports To	VP Curation and Education
Location	Indianapolis Motor Speedway Museum, 4750 W. 16 th Street, Indianapolis, IN 46222
FLSA Status	Full-Time, Exempt

Organization Summary:

The Indianapolis Motor Speedway Museum is an independent 501(c)(3) nonprofit organization. While located within the track, the Museum is operated separately from the Indianapolis Motor Speedway. The Indianapolis Motor Speedway Museum brings to life the innovation, thrill, and cultural significance of motor racing at the Indianapolis Motor Speedway. Our vision for the Indianapolis Motor Speedway Museum is to ignite curiosity, spark discovery, and embrace tradition.

Position Summary:

The Director of Education is responsible for providing creative and strategic leadership for all aspects of educational programming at the Indianapolis Motor Speedway Museum (“Museum”). This is a newly created position.

This position requires an educator professional who works collaboratively to create programs that foster visitor engagement and support the Museum’s mission. Initially, the primary focus will be on programming for school-aged youth and families, but adult continued education is also vital to the Director of Education’s responsibilities. The Director of Education also shall work collaboratively with the Museum’s tour program staff on the educational content of tours.

Specific Duties:

- Developing, implementing, and evaluating dynamic and creative museum education programs that fit within and promote the Museum’s mission and vision for diverse audiences. The Director of Education consults with other Museum staff to assess needs, determine program feasibility, and gather substantive input for program development.
- Manages the Museum’s relationships with leaders of schools, other nonprofit educational organizations, community groups, and businesses to develop appropriate education programs and promote the Museum’s programs. Work with outside consultants to design programs for K-12 school groups that consider and address key portions of the State of Indiana curriculum requirements and educational trends (STEM, STEAM).
- Serves as the Museum’s liaison with the 500 Festival’s and Indianapolis Motor Speedway’s programs and builds and maintains mutually beneficial relationships with other cultural and education organizations in the community to enhance collaborative education programming.
- Collaborates with development staff on identifying and applying for education program grants and working with individuals and companies whose top philanthropic priorities include education.
- Works closely with the VP of Curation and Education and curatorial staff on education programming for exhibitions, including handouts, educators’ guides, and other content-driven programming.
- Works with the VP of Advancement on education program publicity and developing printed and online education materials, including brochures, guides, worksheets, and flyers.
- Develops and oversees departmental budget and monitors expenses.



- Evaluate the educational programs and implement changes to improve program content, execution, inclusivity, and accessibility to enhance visitor experience for diverse audiences.
- Assists curatorial staff with the training of museum hosts/docents/volunteers in educational and exhibition programming.

Qualifications:

- Bachelor's or Master's Degree in Education or Museum Studies, focusing on education programs or the substantial equivalent in other training or direct job experience.
- Preferred content area within STEM/STEAM related fields.
- At least four years' classroom and/or museum education experience in K-12 education
- Minimum two years experience managing, designing, and implementing programs in an educational setting, with a preference for direct museum experience in K-12 programs.
- Extensive experience working collaboratively with a variety of people with different skills and abilities.
- Uses technology to achieve desired results, such as MICROSOFT Office products (OUTLOOK, WORD, TEAMS, and EXCEL) and other software and hardware technology systems.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment:

The work environment characteristics described here represent those an employee encounters while performing the job's essential functions. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Submit Resume & Cover Letter: museumjobs@brickyard.com

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