



Indianapolis Motor Speedway Museum Position Description

Position Title	Communications Manager
Department	Marketing & Communications
Reports To	VP of Advancement
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 Communications Manager will lead the Museum's communications strategy, enhancing public awareness and engagement through effective storytelling and targeted outreach. This role will manage internal and external communications, including media relations and social media presence.

Specific Duties:

- Develop and execute comprehensive communications strategies to promote the Museum's events, programs, and exhibitions
- Manage internal and external communications, including press releases, social media content, email newsletters, and website updates
- Provide copywriting and editing support to internal departments such as membership, development, and curatorial.
- Cultivate and maintain relationships with media outlets, partners, and stakeholders
- Coordinate and support special media events, press conferences, and media visits
- Assist in the creation of marketing materials such as brochures, newsletters, and promotional videos

Qualifications:

- Bachelor's degree in communications, marketing, or a related field
- Proven experience in public relations, media relations, or corporate communications
- Exceptional written and verbal communication skills
- Strong organizational and project management abilities
- Proficiency in MS Office and experience with content management 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.

- While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer, telephone, and keyboard.



- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting may be required.
- Regular, predictable attendance is required.

Work Environment:

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

- Moderate noise (i.e., business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

Submit Resume & Cover Letter: museumjobs@brickyard.com

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