

## Indianapolis Motor Speedway Museum Job Description

<b>Position Title</b>	Gallery Lead
<b>Department</b>	Curatorial/Education
<b>Reports to</b>	Education Manager
<b>Location</b>	Indianapolis Motor Speedway Museum, 4750 W. 16th Street, Indianapolis, IN. 46222
<b>FLSA Status</b>	Part-time, Non-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 Museums is to ignite curiosity, spark discovery, and embrace tradition.

### Position Summary:

The Gallery Lead helps create a welcoming, engaging experience by connecting guests to the stories and artifacts of the Indianapolis Motor Speedway. They collaborate with volunteers, answer questions, and spark conversations that bring IMS history and culture to life. Gallery Leads also monitor spaces, support guest and volunteer needs, and share feedback to improve exhibits and programming.

### Specific Duties:

- **Engage and Educate Visitors**  
Use storytelling and conversation to connect guests with the history, culture, and impact of the Indianapolis Motor Speedway and its events. Offer insights, answer questions, and tailor interpretation for diverse audiences.
- **Support and Guide Volunteers**  
Collaborate with gallery volunteers to ensure a welcoming, interactive environment. Provide mentorship, answer questions, and act as a point of contact for volunteer support and communication.
- **Monitor Gallery Spaces**  
Oversee guest flow, exhibit functionality, and gallery safety. Report any issues with exhibits, technology, or visitor behavior to the appropriate staff.
- **Maintain Subject Knowledge**  
Develop and maintain expertise in IMS history, exhibit content, and storytelling techniques. Work with staff to stay current and continually improve interpretive strategies.
- **Gather Feedback and Support Programming**  
Collect and communicate guest and volunteer feedback to improve exhibits and visitor experience. Assist with tours, events, and gallery-based programming as needed.

### Qualifications:

- High school diploma or equivalent required; experience with history, education, museum studies, communications, or a related field preferred but **not required**.
- Background in museums, education, hospitality, or customer service preferred.

- Strong communicator who enjoys engaging diverse audiences through storytelling.
- Team player with experience supporting or working alongside volunteers.
- Organized, observant, and eager to learn exhibit content and IMS history.
- Passionate about motorsports and guest experience.
- Requires availability for 20–30 hours per week, including weekends, holidays, and major IMS event days such as the Indianapolis 500.

**Physical Demands & Work Environment:**

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.

- Standing and walking for extended periods of time.
- Ability to move between gallery spaces on a rotational schedule.
- Occasional lifting and moving of materials (up to 25 lbs).
- Navigating crowded spaces, especially during peak times and events.
- Use of two-way radios or other communication devices.
- Operation or monitoring of interactive exhibits and technology.
- 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.

- Interacting with and monitoring large numbers of guests.
- Moderate noise levels from technology, guests, and track activity.
- Frequent transitions between quieter and high-traffic/noisier areas.
- Periods of high foot traffic requiring sustained situational awareness and energy.

**Application Process:** *Submit a completed application to [museumjobs@imsmuseum.org](mailto:museumjobs@imsmuseum.org)*