



Indianapolis Motor Speedway Museum Position Description

Position Title	Qualifying Zone Lead
Department	Curatorial/Education
Reports To	Director of Education
Location	Indianapolis Motor Speedway Museum, 4750 W. 16 th Street, Indianapolis, IN 46222
FLSA Status	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 Museum is to ignite curiosity, spark discovery, and embrace tradition.

Position Summary:

The Qualifying Zone Facilitator will lead operations in the most interactive area of the Indianapolis Motor Speedway Museum. This role requires a dynamic individual who excels in guest engagement, ensuring visitors of all ages have an enriching and memorable experience while learning about automotive racing concepts such as racing team dynamics, strategies, and various skills.

The facilitator will be responsible for operating and maintaining the basic technology integrated into each interactive exhibit, proactively troubleshooting issues, and problem-solving to ensure all exhibits function smoothly. They will work with our Volunteer Manager to coordinate the volunteer schedules in this space, ensuring proper coverage and efficient daily operations.

In addition to technical proficiency, this individual must demonstrate strong communication skills to guide guests through interactive experiences, explaining complex racing concepts in an engaging, accessible manner. A passion for motorsports and a knack for creating meaningful connections with visitors are key to excelling in this role. The ideal candidate will thrive in a fast-paced, hands-on environment, balancing technical expertise with exceptional visitor interaction and team coordination.

Specific Duties:

- **Guest Engagement & Interaction**
 - Actively engage with visitors of all ages to guide them through interactive exhibits.
 - Explain racing strategies, team dynamics, and skills in an accessible and engaging manner.
 - Create a welcoming environment that encourages participation, learning, and excitement.
- **Technology Operation & Troubleshooting**
 - Operate all basic technology integrated into the Qualifying Zone's interactive exhibits.
 - Troubleshoot technical issues in a timely manner to minimize downtime & escalate significant issues to appropriate staff
- **Volunteer Scheduling & Coordination**
 - Work with our Volunteer Manager to develop and coordinate daily schedules for volunteers working within the Qualifying Zone.



- Coordinate breaks, rotations, and assignments to ensure smooth and efficient operations.
- Provide guidance and support to team members as needed.
- Provide feedback and mentoring to volunteers regarding their performance. Document and report any volunteer situations to the Volunteer Manager.
- **Exhibit Oversight & Problem-Solving**
 - Monitor the functionality of exhibits and respond promptly to any issues.
 - Identify opportunities for improving exhibit performance or guest interaction.
 - Collaborate with the education and facilities teams to ensure exhibits meet operational standards.
- **Program Support & Implementation**
 - Assist in facilitating educational programs and activities for groups and general museum visitors.
 - Adapt programming and interactions based on guest feedback or group needs.
 - Contribute ideas for enhancing the interactive space and programming content.
- **Data Collection & Reporting**
 - Observe and record guest interactions, including areas of interest, common questions, and usage trends.
 - Provide feedback to improve the design and operation of exhibits based on visitor engagement.
- **Safety & Cleanliness**
 - Ensure all interactive areas are clean, safe, and well-maintained for guests.
 - Follow and enforce safety guidelines to maintain a secure environment for both visitors and staff.
- **Team Collaboration**
 - Work closely with other museum staff, including the education, artifact, and gallery teams, to align programming and visitor experiences.
 - Participate in regular team meetings and provide input on exhibit improvements or visitor engagement strategies.

Qualifications:

- High school diploma or equivalent required; associate's or bachelor's degree preferred, especially in education, museum studies, STEM fields, or a related area.
- Experience working in interactive educational settings, museums, science centers, or guest-focused environments.
- Comfort with learning new technology tools and systems quickly.
- Strong verbal communication skills with the ability to explain complex concepts (racing strategies, teams, and skills) in an engaging and accessible way to diverse audiences.
- Demonstrated ability to interact positively with visitors of all ages, including children, families, and large groups.
- Excellent teamwork and collaboration skills to coordinate with other staff.
- Passion for motorsports, STEM education, or interactive learning experiences.
- Ability to stand for extended periods and assist with light exhibit maintenance tasks (e.g., cleaning or resetting displays).
- Flexibility to work weekends, holidays, or during special museum events as needed.

**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 will be regularly required to stand and walk within a limited footprint for extended periods of time.
- While performing the duties of this job, the employee will be regularly required to sit, talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer and telephone.
- Specific vision abilities required include close vision requirements due to computer work.
- Light to moderate lifting (11-35 lbs.) 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 to heavy noise (i.e., high traffic spaces with guests talking, sounds from displays).
- Flashing light exposure in certain areas.
- Ability to work in a confined area.

Apply online at www.imsmuseum.org/jobs or pick up a physical application at 4565 W. 16th St. Indianapolis, IN. 46222.

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Updated: 01/27/2025