



Indianapolis Motor Speedway Museum Position Description

Position Title	STEAM Facilitator
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 STEAM Facilitator will play a key role in delivering engaging and educational programming in the *Innovation Workshop*, a flexible, classroom-like space designed to inspire creativity and exploration. This individual will implement hands-on learning activities and experiments that focus on science, technology, engineering, art, and mathematics (STEAM), directly connecting these concepts to racing, the Indianapolis Motor Speedway (IMS), and motorsports culture. The STEAM Facilitator will work closely with guests of all ages—ranging from individuals to school groups—to guide them through activities, experiments, and creative challenges. While not responsible for planning programs, the Facilitator will work with the Director of Education to execute activities, maintain materials, and ensure a dynamic and positive guest experience.

Specific Duties:

- **Program Delivery**
 - Facilitate hands-on STEAM programs, including interactive challenges and experiments, that connect to racing concepts (e.g., physics of speed, aerodynamics, or engineering design).
 - Work with our Director of Education to adapt and deliver educational content for different audiences, including families, school groups, and general museum visitors.
 - Be willing to learn how to use and guide guests through the use of new and ever changing pieces of technology that align with our programs.
 - Guide participants through learning experiences using clear instructions, demonstrations, and support as needed.
- **Guest Engagement**
 - Create a welcoming and inclusive environment that encourages curiosity, participation, and learning.
 - Engage with guests of all ages in a positive, enthusiastic, and approachable manner.
 - Answer questions and help participants make connections between STEAM activities and real-world racing concepts.
- **Program Set-Up & Maintenance**
 - Prepare program materials, tools, and equipment for each day's activities (e.g., experiments, interactive kits, design challenges).



- Maintain and organize program spaces, ensuring all materials are clean, functional, and ready for use.
- Monitor program supplies and request replacements or repairs as needed.
- **Volunteer Scheduling & Coordination**
 - Work with our volunteer coordinator to develop and manage 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.
- **Safety & Organization**
 - Ensure the safety of guests during activities by providing clear instructions and monitoring interactions with tools or materials.
 - Follow safety protocols and assist in maintaining a safe learning environment.
- **Collaboration & Reporting**
 - Provide feedback on guest engagement, activity effectiveness, and suggestions for improving program delivery.
 - Assist with recording program participation numbers, guest interactions, or visitor feedback as needed.
- **Support Special Programs & Events**
 - Facilitate educational workshops, group activities, and special event programming as assigned.
 - Support museum initiatives and events related to STEAM education and engagement.

Qualifications:

- High school diploma or equivalent required; associate's or bachelor's degree preferred in education, STEM fields, museum studies, or a related area.
- Previous experience working with children, families, or diverse audiences in an educational or interactive learning environment.
- Experience facilitating hands-on educational activities, experiments, or programs.
- Strong verbal communication skills with the ability to explain STEAM concepts in an engaging and age-appropriate manner.
- Ability to interact positively and effectively with guests of all ages, fostering excitement for learning.
- Organizational skills to set-up, maintain, and manage program materials and spaces.
- Ability to problem-solve and adapt programming in response to guest needs or feedback.
- Comfort using simple educational tools, materials, or technology (e.g., building kits, small experiments, robotics, laser machines, or 3D printing tools).
- Willingness to learn new tools, materials, and activities as required for programs.
- Additional Attributes
 - Passion for hands-on learning, creativity, and engaging with visitors in a museum or educational setting.
 - Ability to work independently while contributing to a collaborative team environment.
 - Flexibility to work part-time hours, including weekends, holidays, and during special events.
 - Preference will be shown to individuals who have experience in delivering STEAM programming, experience working with interactive educational tools, and a familiarity with the concepts and culture associated with the Indianapolis Motor Speedway.

**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