

Indianapolis Motor Speedway Museum Job Description

Position Title	Qualifying Zone Lead
Department	Curatorial/Education
Reports to	Guest Engagement Coordinator
Location	Indianapolis Motor Speedway Museum, 4750 W. 16th 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 Museums is to ignite curiosity, spark discovery, and embrace tradition.

Position Summary:

The **Qualifying Zone Facilitator** leads the day-to-day operations of the museum's most interactive gallery space. This role combines guest engagement, hands-on technology support, and volunteer coordination to ensure a fun, educational, and smooth-running experience for all visitors.

Facilitators actively guide guests of all ages through interactive exhibits, using strong communication and storytelling skills to make complex racing concepts accessible and exciting. They troubleshoot and operate exhibit technology, monitor exhibit performance, and work closely with volunteers and museum staff to maintain a welcoming, safe, and dynamic environment.

Success in this role requires comfort with technology, enthusiasm for motorsports and STEM education, and the ability to collaborate, adapt, and lead in a fast-paced setting.

Specific Duties:

- **Engage Guests**
Welcome and guide visitors through interactive exhibits, sparking excitement and learning.
- **Operate & Troubleshoot Technology**
Run exhibit tech, resolve common issues, and report major problems promptly.
- **Support Volunteers**
Coordinate with volunteers to create a positive, hands-on environment and provide day-to-day guidance.
- **Monitor Exhibits**
Keep exhibits running smoothly, address problems quickly, and suggest improvements.
- **Gather Feedback**
Observe guest interactions and share insights to help enhance exhibit design and function.
- **Maintain Safety & Cleanliness**
Ensure the space is safe, clean, and ready for use at all times.

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*