

Indianapolis Motor Speedway Museum Position Description

Position Title	STEAM Facilitator
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 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 assist with 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 facilitate various activities, experiments, and creative challenges. While not responsible for planning programs, the Facilitator will work with Education staff to execute activities, maintain materials, and ensure a dynamic and positive guest experience.

Specific Duties:

- **Engage and Support Guests**
Create a fun, inclusive environment where visitors of all ages feel welcome to explore, learn, and ask questions.
- **Prepare and Maintain the Space**
Set up tools and materials for daily or evening use, keep supplies organized, and report when items need repair or replacement.
- **Collaborate with Volunteers**
Coordinate volunteer schedules, assist with breaks and assignments, and provide support during activities.
- **Ensure Safety and Smooth Operation**
Monitor guest use of tools and tech, provide clear instructions, and follow safety procedures.
- **Provide Feedback and Support Programs**
Share insights to improve activities, track engagement, and help with special events or workshops 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*