



INDIANAPOLIS ART CENTER
MARILYN K. GLICK SCHOOL OF ART
820 E. 67TH ST. INDIANAPOLIS IN 46220
317 255 2464 FAX 254 0486 IndplsArtCenter.org

2019 ISDP Sustainability Internship

Job Description

About the Indianapolis Art Center:

The Indianapolis Art Center is like no other creative space in Indiana; there are very few independent facilities in the entire country where anyone of any age or experience level can have access to a university-level studio in almost any visual arts medium. Through its continuum of educational programs, art exhibitions, beautiful natural spaces, and services to artists at any stage in their careers, the Art Center offers opportunities for a diverse array of individuals to connect with art, develop skills, and share their voices.

Serving an estimated 260,000 people annually, the Art Center's campus includes the:

- Marilyn K. Glick School of Art, a 40,000 square foot facility designed by Michael Graves, which houses public art galleries, studios, an auditorium, a gallery shop, and a library
- ArtsPark, a 9.5-acre outdoor park inviting visitors to enjoy the confluence of art, beauty, and nature, with 25 works of public art situated along a beautiful stretch of the White River adjacent to the pedestrian-friendly Monon Trail.

Job Summary:

The Indianapolis Art Center seeks a graduate-level intern to assess on-site facilities and grounds for opportunities to decrease the organization's environmental footprint and simultaneously save costs. The Art Center is in the midst of creating a campus-wide master plan for its current buildings and ArtsPark, and the intern's findings will play a key role in informing this work.

Compensation will be in the form of a stipend through the Indiana Sustainability Development Program (ISDP). The intern will work full time for 10 weeks during the summer of 2019 and meet all other ISDP expectations.

Job Functions:

- With buildings committee and facilities team, assess opportunities for sustainability improvements throughout building and grounds, including but not limited to:
 - o HVAC system
 - o Motion sensors
 - o LED lighting
 - o Water usage
 - o Solar paneling
- Work with vendors to get quotes
- Perform cost/benefit analysis to determine highest priorities
- Report on progress to buildings committee and attend other relevant meetings as schedule allows
- Help gather information for and write grant proposals and reports related to sustainability projects.

The mission of the Indianapolis Art Center is to **ENGAGE, ENLIGHTEN** and **INSPIRE** our community by providing interactive art education, outreach to underserved audiences, support of artists, and exposure to the visual arts.



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Feedback and Evaluation:

The intern will receive regular, weekly feedback from Art Center staff, as well as monthly feedback from buildings committee advisors. The Art Center encourages all staff members to develop quarterly goals and review them independently and with a supervisor; the intern will set and review goals in a similar manner.

Knowledge and Skill Requirements:

- Strong organizational and planning skills
- Ability to self-start and work independently
- Ability to function well in a team environment
- Excellent written and verbal communication skills
- Proficient computer and clerical skills.

Education and Experience:

The ideal candidate will have experience in sustainable facility development as well as interest in or experience with arts organizations.

Physical Requirements and Working Conditions:

- Working environment has exposure to both indoors and outdoors
- Employee must be able to move freely about the Art Center Facilities and perform routine physical and manual tasks associated with the position including the ability to lift up to 25 pounds.

Employee must pass a criminal background check prior to employment

Application Instructions

To apply for this position, create an application on the Sustain IU website. If you have questions about the program or any of the jobs available, email ISDP at isdip@indiana.edu. Applications will be accepted on a rolling basis (first come, first serve) until all positions are filled; the final application deadline is February 28, 2019.

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