



Please submit resumes by March 4, 2019 to
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Keep Indianapolis Beautiful (KIB) is a dynamic nonprofit organization with smart, motivated employees who work hard to make an impact in our community. KIB's vision is a vibrant city, with every neighborhood landscape thriving and well, and its people empowered, mobilized, and devoted to that vision.

Job Title: Arts Engagement Project Coordinator
Full-/Part-Time: Part-Time (25 hrs/week)
Regular/Temporary: Temporary (80-weeks, June 2019-December 2020)
Salary: \$25/hr, Total: \$50,000

Purpose: The Arts Engagement Project Coordinator will work to connect the community to KIB and the Arts Council of Indianapolis' new *Indy Art & Seek* program to enhance public spaces and make public art more prevalent and accessible to residents throughout Indianapolis. The Arts Engagement Project Coordinator will work within KIB's Community Engagement Department and report to the Neighborhood Engagement Program Manager. This person will support the implementation of the Indy Art & Seek program by connecting residents with opportunities to be involved in developing art in their neighborhoods and by performing related administrative tasks. Because of the community-facing nature of this position, the work will frequently require evening and weekend hours. **Because of the short-term nature of the project, a commitment to the full 80 weeks is expected.**

A driving outcome for this project is ensuring access to, and a voice in creating, public art for all Indianapolis residents, particularly in lower-income neighborhoods that have traditionally been underserved in arts, culture and green infrastructure. *Indy Art & Seek* will connect six new, large public art installations within urban pocket parks by means of a publicly-accessible "quest" that is infused with one hundred additional interventions, or "moments of delight," along the way. We will know that this project is successful when 1) residents in neighborhoods along and/or near the route and mobile app users indicate increased engagement with the arts, and 2) more emerging local artists express themselves creatively in new ways and places.

Duties, Functions and Responsibilities:

- **Community Engagement Work:**
 - Attend and help promote the program at community meetings where projects could be implemented.
 - Identify anchor GreenSpaces with strong community support and interest within the geographic areas of focus to receive large public art installations.
 - Ensure primacy of neighborhood residents' goals and desires in influencing/creating "interventions" and large public art installations.
 - Coordinate between participating artists and community to ensure residents' goals are met
- **Administrative Work:**
 - Work with community and the Arts Council of Indianapolis to identify local neighborhood artists.
 - Work with KIB Stewardship Coordinator for any implementation and contract service needs.
 - Provide support to the Arts Council of Indianapolis for proper implementation of the artist contracts.

- **Promotions:**

- Act as the liaison between the mobile app developers, KIB, and the Arts Council to create an interactive mobile app showcasing the public art installations.
- Educate and inspire the public to engage in and create more art.
- Ensure coordination with broader City initiatives (i.e. "It's My City," Reconnecting Our Waterways and Great Places 2020).
- Assist marketing efforts to promote the *Indy Art & Seek* program.

Knowledge and Skills:

- Minimum 2 years' experience in community engagement work
- Public art knowledge and/or administrative experience is a plus
- Marketing and communications experience is a plus
- Managing and balancing multiple contractors
- Project development and management
- Strong communication skills
- Decision and problem solving skills
- Valid driver's license
- Spanish language skills a plus

Characteristics of a Strong Candidate:

- Highly organized and self-motivated
- A natural ease in new situations
- Experience working with diverse communities with different types of people and backgrounds
- Flexibility in both work schedule and project implementation
- Ability to recall names and personal facts, and learn them quickly
- Ability to professionally represent KIB and ACI in the community

Education and/or equivalent experience:

Two years of community engagement experience, with additional experience in public art development and/or administration preferred.

Hiring Calendar (anticipated):

- Applications close: March 4
- First round interviews: Week of April 9
- Second round interviews: Week of April 22
- Expected selection: May 6
- Start date: June 3

KIB helps people and nature thrive most effectively when we reflect the diversity of perspectives, voices, and abilities found throughout our city. The principles of diversity, equity, and inclusion are essential to our work, from supporting biodiversity in nature to engaging communities. KIB is an equal opportunity employer that encourages applicants, including persons of color, people who are LGBTQ, veterans, people who are multilingual or multicultural, and individuals of various ages and abilities to help us create a team with a broad range of backgrounds and thinking.