

Public Art Administration Apprenticeship

March 2023-February 2024

Apply by February 15, 2022

The Indy Arts Council seeks a part-time, one-year Public Art Administration Apprenticeship in connection with Indianapolis' hosting of the NBA All-Star Game in February 2024. This apprenticeship is an excellent opportunity to learn and practice public art project management skills, and participate in the excitement of an international-level sports hosting event.

The apprentice will work with Julia Moore, Director of Public Art, and will help manage "[Hoosier Historia](#)", a statewide public art project that will create 24 landmark sculptures featuring artist-designed Indiana basketball stories. Responsibilities will include artist correspondence, budget and paperwork tracking, and other administrative tasks.

The apprenticeship pays a stipend of \$10,000 for the year: this works out to \$25/hr for approximately 8 working hours (ideally two half-days) per week. The daily schedule will be negotiated between the apprentice and their supervisor. The majority of this work will be done from the Arts Council's offices in downtown Indianapolis, but occasional remote work is possible.

The apprenticeship requires a commitment for a full year/full term of the project. The ideal candidate is a new or aspirational public art administrator.

EDUCATION and EXPERIENCE

- You do not need to have completed a diploma or degree to apply for this role
- Preferred experience (any length, paid or volunteer) includes studio-based visual arts, art history, arts administration, public administration, accounting/finance, business administration/management, project management, event planning/management, and marketing/communications
- Other desirable experience includes prior work (paid or volunteer) in an office setting, in an arts setting, or creating/administering public art

REQUIRED SKILLS

- Comfortable using personal computers and Microsoft Office products (Word, Excel, PowerPoint)
- Experienced in electronic communications using phones, email, and video conferencing platforms (for example: Zoom, Google Meet, Microsoft Teams, etc.)
- Comfortable with basic mathematical operations and calculations (such as would be used to create a budget and track expenses)
- Fluency in spoken and written English
- Experience with or willingness to learn Google Workspace products (Drive, Docs, Sheets, Slides)

DESIRABLE KNOWLEDGE AND SKILLS

- Familiarity with visual arts forms, terminology, and techniques
- Familiarity with Indiana-based visual artists

DESIRABLE PERSONAL CHARACTERISTICS

- Creative thinker
- Well-organized
- Detail-oriented
- Persistent
- Communicative
- Fast learner
- Multi-tasker

HOW TO APPLY

If you believe this is the opportunity for you, we'd love to learn who you are! Please send or deliver your resume with a cover letter/email. Use your cover letter/email to outline your matching skills and experience, note special considerations, and express what you feel you can bring to the role. If you are a currently enrolled undergraduate or graduate student, please use the cover letter to indicate your program completion date and your availability for the full year of the apprenticeship.

The Indy Arts Council is an equal employment opportunity workplace.

Send materials to:

Julia Moore, Director of Public Art
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Indianapolis, IN 46204
jmoore@indyarts.org

QUESTIONS? Please call Julia Moore at (317) 624-2556.