

### **Organization Description**

The Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick is an internationally recognized linear park that seamlessly connects cultural districts, neighborhoods and destinations while also serving as the downtown hub for the city's greenway network. The Cultural Trail is managed and operated by Indianapolis Cultural Trail Inc, a 501(c)3 non-profit organization. The Trail is the path by which most people experience downtown Indianapolis. It is open and accessible to everyone 365 days a year, includes 5 acres of lush gardens, a vibrant art and culture program, and engages users along its path. The Cultural Trail also operates the Pacers Bikeshare program and partners with the City to manage Lugar Plaza, the Downtown Canal, and Georgia St., all of which are connected by the Cultural Trail.

Indianapolis Cultural Trail Inc (ICT) is a team of motivated and enthusiastic individuals that take great pride in what we do with and for the community. We have a flexible work environment and encourage big ideas and creative thinking. Our 15 person team works with volunteers and community partners to help carry out our mission and are grateful for generous contributions from donors to ensure the Trail is beautiful and accessible for everyone.

### **Job Description**

This full time, exempt position is a part of ICT's leadership team and reports to the Executive Director. The Director of Planning and Programming will enliven the Cultural Trail and adjacent shared spaces and engage a broad and diverse set of residents and visitors while working to enable and produce community centered offerings. The work will recognize and build upon the intention of and sense of place of each area on and along the Cultural Trail and prioritize accessibility, inclusivity and the diversity of our city. The Director of Planning and Programming is a thought leader within the organization and will provide creative and critical thinking for the organization and its mission.

### **Work Environment**

The typical work week is Monday through Friday during normal business hours, with occasional weekend and evening work with advance notice. ICT offers a flexible work environment.

### **Responsibilities**

Primary responsibility - ~ 70% of time spent

- Plan and execute seasonal, long term, passive, and active engagement opportunities inclusive of but not limited to seating, lighting, music, showcases, and elements of play. *ICT's philosophy is to place emphasis on passive engagement as we believe it to be more sustainable and inclusive.*
- As a thought leader, this position will develop and execute a year-round calendar of innovative programs with particular emphasis on opportunities in Lugar Plaza, the Downtown Canal, and Georgia St, taking into account the seasonality and rhythm for the Cultural Trail and adjacent shared spaces.
- Build relationships along the Trail and adjacent public owned spaces, and work in tandem with the City to support and craft policies that prioritize equitable use of the shared spaces along the Trail.
- Design and facilitate an annual open call for programming partners with the intention of engaging with local non-profit organizations that engage with the many diverse communities and perspectives that make up Indianapolis.
- Collaborate with ICT colleagues to identify volunteer, communication and funding opportunities created through planning and public programming offerings.

Secondary Responsibilities (~30%)

**Thought leadership:** This role will serve on the leadership team and provide creative and critical thinking for the organization and its mission.

**Administrative:** develop and manage program budgets, draft partner agreements, determine staffing needs, collaborate on communications needs and oversee schedules at multiple locations

**Supervision:** This role may hire and manage contractors responsible for executing major and cornerstone ICT events including but not limited to the Live at the Orange Bridge music series. This role will likely supervise employees in the future.

*All ICT employees serve as an ambassador for the organization and interact in a positive way with Trail users and the general public. As ICT is a growing organization; team members typically take on other duties as assigned when needed to support the team and mission.*

Requirements

The successful candidate will be self-motivated, energetic, and highly organized team player; possess excellent verbal, writing, and analytical skills; and have relevant equivalent work experience or post-secondary education. Ideal candidates will have experience in planning, design, landscape architecture, program development/management, or related field. Being flexible, open minded, collaborative, and adaptable in a fast paced and public environment is a must. Must have experience developing and managing programmatic budgets. Prior leadership and management experience is a plus.

Compensation

\$50,000- \$75,000 annual salary commensurate with experience

Benefits

ICT offers competitive benefits including health, dental, and vision insurance, retirement plan and employer match, flexible work environment, paid parental leave, paid holidays, and generous paid time off. A full benefits package will be included upon request or during the interview process.

To Apply

Qualified applicants should send resume and letter of interest to:

Director of Planning and Public Programs  
Indianapolis Cultural Trail, Inc  
132 W. Walnut Street, Indianapolis IN 46204  
jobs@indyculturaltrail.org

If submitting via email, please list "Director of Planning and Public Programs" in the subject line. **Applications will be accepted through August 12th** or until the position is filled.

Indianapolis Cultural Trail Inc is committed to diversity among our staff and is an equal opportunity employer. ICT participates in E-Verify. Offers of employment are contingent upon a background check, including the sexual offender registry, as ICT employees regularly engage with the public.