Indianapolis Cultural Trail Inc
2024 Programming & Outreach Internship
Indianapolis, IN

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 public spaces while also serving as downtown hub for the city's greenway network. The Indianapolis Cultural Trail includes 5 acres of gardens, public art, and is open and accessible 365 days a year. The Trail has become the way by which most people experience downtown Indianapolis and is managed and operated by Indianapolis Cultural Trail Inc, a 501(c)3 non-profit organization.

The Indianapolis Cultural Trail's purpose is to inspire, create, and sustain connections and cultural experiences that are accessible to all. Indianapolis Cultural Trail, in partnership with the City, operates Pacers Bikeshare as well as manages and programs several iconic public spaces along the Cultural Trail, including Lugar Plaza and the Downtown Canal.

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. We work with partners, stakeholders, and volunteers to help carry out our mission of creating and connecting public spaces and programs that are free, accessible and open to all.

Position Summary

This 20- 25 hour a week internship will be a part of the planning and public programs team, which is responsible for enlivening and improving the user experience on and along the Cultural Trail, the Downtown Canal and Lugar Plaza. The position reports to to the Director of Planning and Public Programming.

Works Hours

The typical work hours will be roughly 20-25 hours a week on weekends as well as weekday afternoons and evenings. Position will ideally begin in mid- or late May and last through August, with potential to extend to September.

Work Environment

After an initial training period, it is anticipated that the intern will work independently daily throughout the summer season at the Downtown Canal and Lugar Plaza. The programming and outreach intern will gain valuable experience working with a diverse audience in an urban, outdoor environment. Work will be predominantly outdoors in a variety of weather conditions and somewhat physical in nature with hours of standing, walking and/or riding a bicycle. Work must be done in a professional and friendly manner as this person is ambassador for the Cultural Trail.

Position Description

ICT offers over 150 public programs serving thousands of residents and visitors throughout the year and develops strategic placemaking initiatives. This team also facilitates community and civic events as well as public outreach and engagement. The position reports to the Director of Planning and Public Programs.

The programming and outreach intern will be an ambassador for the Indianapolis Cultural Trail engaging with the public daily about the spaces and programming opportunities in order to create an improved user experience. Intern can potentially earn college credit(s) depending on their institution's requirements.

Primary Responsibilities

- Assist, manage and develop new and existing ICT and partner-led programming at the Downtown Canal.
- Monitor programs and physical assets, reporting any issues to supervisor or appropriate party.
- Serve as ICT ambassador while working through positive interactions with Trail users and visitors.
- Works closely with the team to plan, schedule and deliver programs and events.

- Record and analyze program metrics and feedback.
- Take photos or video, and help with content for digital media
- Attend stakeholder meetings.
- Other duties as assigned.

Requirements

- Current undergraduate or graduate student with a major in: outdoor recreation; urban planning or design' tourism and hospitality; art or architecture; public administration; communications; or similar field, OR
- Past experience in programming, parks and recreation, public outreach, customer service, education, facilities management, communications, data analysis, or other relevant work.
- Must speak English fluently. Ability to speak other languages is not required, but desirable.
- Eager to learn more about Indianapolis and be a part of the community.
- Self-motivated with a positive attitude and open mind.
- Comfortable working amongst, and interacting with the general public.
- Legal to work in the United States and pass a background check.

Abilities

- Excellent verbal and written communication skills.
- Strong interpersonal skills; ability to build rapport with the public and community.
- Work outside in variable weather conditions.
- Perform work independently, manage time effectively, and prioritize projects.
- Flexible, collaborative and adaptable in a fast paced and public environment.
- Basic computer skills, including familiarity with Google Workspace.
- Able to stand, walk, and bike for extended periods of time.
- Able to ride a bike or learn how.
- Comfortable with dogs.

Compensation & Benefits

- $17/hour
- Free Pacers Bikeshare Membership
- Fun, flexible work environment
- Indianapolis Cultural Trail apparel

To Apply

Qualified applicants should send resume and letter of interest to jobs@indyculturaltrail.org or mail to:

ICT Programming & Outreach Intern
132 W. Walnut Street
Indianapolis IN 46204

If submitting via email, please list "Programming & Outreach Intern" in the subject line. **Applications will be accepted through June 10** or until the position is filled. 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.

Diversity Commitment

Indianapolis Cultural Trail Inc is committed to diversity among our staff and is an equal opportunity employer. It is our policy to recruit, hire, train, promote and administer any and all personnel without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, gender identity or expression, physical disability, or any other legally protected basis.