

### **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 of Indianapolis, 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 internship support the planning and public programs team, which enhances the user experience on and along the Cultural Trail, Downtown Canal and Lugar Plaza. The position reports to the Director of Planning and Public Programming.

### **Works Hours**

The typical work hours will be roughly 20-25 hours a week. Most of the scheduled hours will take place on weekends as well as weekday afternoons and evenings. The ideal start date is May, with the internship running through September; however, the start and end dates can be flexible depending on the candidate's availability.

### **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. This role involves working outdoors in a variety of weather conditions, which may include walking, standing, or cycling for extended periods. Indoor work will be located at the ICT Office at 132 W. Walnut St.

### **Position Description**

ICT serves thousands of residents and visitors throughout the year with over 150 free programs and through strategic placemaking initiatives. This team also facilitates community events and public outreach. The programming and outreach intern will be an ambassador for the Indianapolis Cultural Trail. They will help provide a variety of program opportunities for the public as well as engage with them to improve their experience.

### **Primary Responsibilities**

- Assist, manage and develop ICT and partner-led programming.
- Monitor programs and physical assets, reporting any issues to supervisor or appropriate party.
- Serve as ICT ambassador through positive, professional interactions with the public and partners.
- Works closely with the team to plan, schedule and deliver programs and events.
- Record and analyze program metrics and feedback.
- Attend stakeholder meetings.
- Take photos or videos of programs and public spaces. Help with content for social media as needed.
- Other duties as assigned.

### **Requirements**

- Current undergraduate or graduate student, or recent college graduate with a major in: parks and recreation; urban planning or design; tourism and hospitality; art or architecture; public administration; communications; health and wellness; or similar field, OR
- Past experience in programming or events, parks and recreation, public outreach, customer service, education, facilities management, communications, health and wellness, 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, in an urban setting.
- 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 partners.
- 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.
- Ability to lift up to 30 lbs.
- 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
- Intern may be eligible to earn college credit(s) depending on their institution's requirements

### **To Apply**

Qualified applicants should send resume and letter of interest to [jobs@indyculturaltrail.org](mailto: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 April 4, 2025** 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.

### **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.