

Contact the appropriate staff member for a full description of each position's duties and application requirements.

Indianapolis	<ul style="list-style-type: none">• Media planning/media relations, drafting press releases and media pitches• Developing stories, research and writing for <i>Indiana Preservation</i> magazine• Photo and editorial research for books on preservation-related topics• Photography of historic buildings in Indianapolis and elsewhere in Indiana (mileage paid)• Developing collateral materials for marketing Indiana Landmarks Center• Posting event information in online community calendars	Tina Connor Executive Vice President 317-639-4534 / 800-450-4534 tconnor@indianalandmarks.org
Indianapolis	<ul style="list-style-type: none">• Preparing, posting and updating content on Indiana Landmarks' website• Researching and reporting on web, social, email and other digital communications channels• Assisting with social media strategy and management, including contests, campaigns, and daily posts• Data entry and database list research & maintenance	Mindi Woolman Communications Manager 317-639-4534 / 800-450-4534 mwoolman@indianalandmarks.org
Indianapolis	<ul style="list-style-type: none">• Learn about fundraising practices in a small development office, including:• Database management, gift entry, acknowledgements, donor recordkeeping• Annual fund and membership solicitation• Event planning and preparation• Sponsorship coordination	Sharon Gamble Vice President for Development 317-639-4534 / 800-450-4534 sgamble@indianalandmarks.org
Indianapolis	Assist special events staff with all aspects of event planning and management: <ul style="list-style-type: none">• Help with administrative duties including scheduling, contracting and correspondence• Interact with clients via phone, e-mail and in person• Conduct facility site visits with potential rental clients• Assist clients with event planning• Confirm event arrangements with vendors• Help conduct and supervise events	Mark Szobody Director of Special Events 317-639-4534 / 800-450-4534 mszobody@indianalandmarks.org
Gary-Miller Beach, South Bend, Wabash, Jeffersonville, Aurora, Cambridge City, Terre Haute, Evansville, Indianapolis	<ul style="list-style-type: none">• Research historic buildings/districts for National Register nominations and other projects• Visit historic sites to monitor easements and covenants• Assist with programs and projects• Photograph historic buildings, maintain digital image libraries	See next page for contacts in each of our regional offices.

Contacts at Indiana Landmarks' regional offices

Indianapolis	Mark Dollase Vice President of Preservation Services 317-639-4534 or 800-450-4534 mdollase@indianalandmarks.org
South Bend	Todd Zeiger Director, Northern Regional Office 574-232-4534 tzeiger@indianalandmarks.org
Gary-Miller Beach	Tiffany Tolbert Director, Northwest Field Office 219-947-2657 ttolbert@indianalandmarks.org
Wabash	Paul Hayden Director, Northeast Field Office 800-450-4534 phayden@indianalandmarks.org
Jeffersonville	Greg Sekula Director, Southern Regional Office 812-284-4534 gsekula@indianalandmarks.org
Aurora	Jarrad Holbrook Director, Southeast Field Office 812-926-0983 jholbrook@indianalandmarks.org
Evansville	Stewart Sebree Director, Southwest Field Office 812-423-2988 ssebree@indianalandmarks.org
Terre Haute	Tommy Kleckner Director, Western Regional Office 812-232-4534 tkleckner@indianalandmarks.org
Cambridge City	J.P. Hall Director, Eastern Regional Office 765-478-3172 jphall@indianalandmarks.org