



INDIANAPOLIS COMMUNITY INNOVATION LAB seeks Evaluation Associate

Contract Fee: \$7,500

Applications accepted until July 10, 2017

SUMMARY OF OPPORTUNITY

An Evaluation Associate is needed to support a Community Innovation Lab, a collaborative effort between EmcArts and the local conveners: Kheprw Institute, GroundWorks Indy, and Spirit & Place (a project of The Polis Center, a unit of the Indiana University School of Liberal Arts at Indiana University-Purdue University Indianapolis).

The Indianapolis Lab seeks to uncover and advance strategies toward economic inclusion for disenfranchised groups, particularly including youth and formerly incarcerated persons. This is a great opportunity for someone interested in learning about innovative methodologies that unfreeze the status quo, and who is seeking to move forward their own evaluative capacities.

The Evaluation Associate will:

- Assist in implementing and adapting the evaluation framework for the Indianapolis CIL
- Conduct qualitative research involving capturing and making sense of many different types of data
- Participate as an observer at Lab meetings and record significant developments and observations
- Conduct interviews with Lab participants to gather feedback on their experience of the Lab
- Follow the activities of up to three prototyping groups and smaller experimental actions
- Produce regular written and verbal reports to EmcArts staff and local Lab leadership
- Produce final reports for each group in accordance with the evaluation framework

The Evaluation Associate will report to the Research and Evaluation Manager at EmcArts.

This is a local position for a resident of Indianapolis.

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RELEVANT DATES

The Evaluation Associate will attend training and all major Lab events, which include:

June 2017–December 2018:

- Approximately 1 to 2 days of training and additional training in-person and via phone/video conference as needed
- Attend up to three full-day meetings with local Lab leadership
- Attend up to four Intensive Workshops (each workshop is two full days, approximately seven weeks apart October 2017 – April 2018; plus two hours the evening before the start of each workshop)
- Monthly ensemble group and seed grantee meetings; and ensemble and seed activities (May-December 2018)
- May include additional activities as needed and appropriate



CONTEXT

A national initiative managed by EmcArts, the Community Innovation Labs are an unconventional approach that supports a group of local change agents in making progress on a complex challenge. Community stakeholders from different sectors work together in innovative ways in response to a specific local challenge. Arts-based practices are central to the CIL approach to build trust, explore new possibilities, and advance strategies for complex adaptive systemic change.

Labs are currently underway in Winston-Salem (NC), Providence (RI), Dallas (TX). For each Lab, EmcArts works closely with local partners, providing design, facilitation, and logistics support for the program.

[Click here to find more information about the Labs.](#)

About the Evaluation

The Evaluation Associate will support a developmental evaluation approach to the program, working alongside EmcArts staff and local Lab leadership to harvest the knowledge gained, lessons learned, decisions made, and impacts observed when a rigorous process framework is deployed to build the capacity of individuals and a local community by integrating arts-infused practices with complex adaptive systems change to make progress on a tough community challenge. If the Evaluation Associate does not have experience with developmental evaluation s/he will learn by doing, with guidance from the Research and Evaluation Manager at EmcArts.

Experience/Skills/Characteristics

Specific Experience:

- Experience writing reports
- Experience conducting interviews
- Knowledge of or experience with qualitative research techniques
- Experience capturing data through participatory observation a big plus
- Knowledge of or experience with developmental evaluation a plus
- Some knowledge of issues facing Indianapolis around issues of economic inclusion/exclusion a plus

Skills

- Exceptional listening and observations skills
- Ability to be a sympathetic observer without trying to steer the process
- Ability to capture the depth of complex discussions
- Excellent verbal communication, including asking critical questions
- Facility for processing information, sense-making, and pattern recognition from complex data
- Clear and compelling writing
- Effective collaborator
- Comfort with ambiguity, balanced by decisiveness when appropriate
- Willingness to learn and to question assumptions, both one's own and others'
- Organized and detail oriented

Characteristics

- Self-starter
- Curious
- Sensitive to social information
- Adaptable



Fast learner
Collaborative
Interested in a culture of learning

HIRING PROCESS

Please include "Indianapolis Evaluation Associate" in the subject line. Resumes without cover letters will not be considered. Please send a cover letter, resume, and the observational writing assignment below to the following: innovationlab@kheprw.org.

Applications accepted until July 10, 2017. Selected candidates will be interviewed shortly after. Start date will be as soon as possible after hiring.

Observational Writing Assignment: Choose a busy location in your community to sit and observe for one-hour. Take notes on all that you notice going on around you, get a sense of what people are doing, recording as much data as you can. Then, produce a 1-2 page memo describing what you've observed and your insights. By July 10, 2017 please share your raw notes and your memo via email.