



SITE Guide Job Description

SITE Guides (SGs) are a vital part of the mission of SITE Santa Fe. They are responsible for engaging with museum visitors, leading tours, and facilitating a positive relationship between art, audience, and the museum. SGs also help monitor the galleries to promote the safety of our visitors and of the artwork, and offer the public an opportunity to connect to our museum and exhibitions in a meaningful way.

SGs must be comfortable working in a public-facing role, and be confident interacting with individuals of varying degrees of experience with art. SGs are scheduled Thursdays through Sundays, but may be required to work other days of the week for special events. SG's report to the Education Coordinator.

Part-time, Approximately 15 hours/week
Hourly rate: \$14.00

Responsibilities include:

- Welcome the public and provide visitor information.
- Learn and retain knowledge of the current exhibition and all activities/events scheduled during the season. (SG's will be trained)
- Learn effective engagement strategies and tour methodologies (SGs will be trained).
- Lead tours of the exhibition to a variety of audiences and age groups.
- Engage in positive conversation and dialog with visitors about specific artworks and be available to answer questions while on the floor.
- Participate in training about each exhibition including (but not limited to) artist lectures and curator walkthroughs.
- Monitor the galleries to ensure the safety and protection of the visitors and of the art.
- Provide virtual tours of the exhibitions (SG's will be trained).

Requirements:

- Ability to stand for up to 3.5 hours at a time. Shifts can be up to approximately 8 hours, including breaks
- Weekend availability. SGs are regularly scheduled Thursday through Sunday year-round each exhibition season. In rare occasions, SGs may be asked to lead tours for school groups on Mondays, Tuesdays, and Wednesdays (advanced notice will be given in such circumstances).
- Fluency in both English and Spanish is preferred.
- Strong verbal and written communication skills. SGs must be able to communicate effectively and professionally with fellow SGs, SITE staff, and the public. Emails must be responded to in a timely manner.
- Must be available to work around holidays (eg. the Friday after Thanksgiving).

APPLICATION DUE ON: 11:59pm MST July 17th, 2021

If you are interested in this position, please submit a cover letter and resume to Louis Abbene-Meagley, Education Coordinator, at abbenemeagley@sitesantafe.org. No phone calls.