

SITE SANTA FE

TITLE:	SITE Guide
STATUS:	Non-exempt, part time (Est. 7 hours/week) seasonal (May 30-Sept 9)
REPORTS:	Education Manager
DATE:	May 2022

SITE Santa Fe is a non-profit contemporary arts organization based in Santa Fe, New Mexico. Since its founding in 1995, SITE Santa Fe has presented 11 biennials, more than 90 contemporary art exhibitions, and works by hundreds of emerging and established artists from around the world. SITE also presents public and educational programs that include conversations with artists and curators, film screenings, performances, concerts, hands-on workshops, and collaborations with Santa Fe Public Schools.

SITE Santa Fe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Summary

SITE Guides (SG) are an essential part of the Education Department and core to SITE Santa Fe's visitor experience. The primary role of an SG is to activate our galleries by making visitors feel welcome and by engaging them in conversation about our ever-changing exhibitions. SG's are also responsible for giving tours and supporting events and programs hosted at the museum. SG's are expected to learn about the current and upcoming exhibitions through information provided by the Education and Exhibitions Department. SG's report to the Education Manager.

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. (SGs will be trained)
- Learn effective engagement strategies and tour methodologies and apply them in the galleries (SGs will be trained).
- Lead in person and virtual tours of the exhibition to a variety of audiences/age groups.
- Facilitate art based activities to student groups (SGs will be trained).
- 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.

Qualifications:

- Strong verbal and written communication skills.
- Spanish fluency is preferred.
- Genuine interest in art and museums.
- Experience facilitating activities with children in grades K-12.
- Experience working in a public-facing or customer service role.
- Ability to stand for up to 4 hours at a time. Shifts can be up to approximately 8 hours, including breaks.
- Weekend availability. SGs are regularly scheduled Thursday through Monday each exhibition season. On rare occasions, SGs may be asked to lead tours for school groups on Tuesdays and Wednesdays (advanced notice will be given in such circumstances).
- Must be available to work around holidays (eg. the Friday after Thanksgiving).

Application Instructions: Applicants should submit a resume and a cover letter to abbenemeagley@sitesantafe.org, with the subject line "SITE Guide Application".

Applications are open until the position is filled.