



TITLE:	SITE GUIDE
STATUS:	Non-exempt, part-time (Est. 15 - 21 hours/week)
REPORTS:	SITE Guide Program Manager
DATE:	September 2023

**GUIDED BY ARTISTS, ROOTED IN NEW MEXICO, SITE SANTA FE
CELEBRATES CONTEMPORARY CREATIVE EXPRESSION.**

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 SANTA FE 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 are an essential part of the Creativity & Learning Department and core to SITE SANTA FE's visitor experience. The primary role of a SITE Guide is to activate our galleries by making visitors feel welcome and by engaging them in conversation about our ever-changing exhibitions. SITE Guides are also responsible for giving tours and supporting events hosted in our spaces. SITE Guides are expected to learn about the current and upcoming exhibitions through information provided by the Creativity & Learning Department and Exhibitions Department. SITE Guides work together as a part of a team and report to the SITE Guide Program Manager.

SITE Guides are scheduled during museum hours (10:00 AM - 5:00 PM with extended hours until 7:00 PM on Fridays), and may occasionally be scheduled for work during evening hours outside of normal operations. SITE Guides should also expect a short-term reduction in scheduling (approximately every 4-5 months due to exhibition construction), but will return to regularly scheduled hours after construction is complete. SITE Guides must be available on at least three days

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. (SITE Guides will be trained)
- Learn effective engagement strategies and tour methodologies and apply them in the galleries (SITE Guides will be trained).
- Lead in-person tours of the exhibition to various audiences/age groups.
- Facilitate art-based activities to student groups (SITE Guides 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 is a must. SITE Guides are regularly scheduled from Thursday through Monday year-round each exhibition season.
- Must be available to work on and around holidays (e.g. the Friday after Thanksgiving).

Application Instructions:

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

Applications are due by September 31, 2023, and will be reviewed on a rolling basis. Accepted candidates begin working as soon as possible.