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, including conversations with artists and curators, film screenings, performances, concerts, hands-on workshops, and collaborations with Santa Fe communities.

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.

Job Description: SITE Guide Manager at SITE SANTA FE

We are seeking a part-time SITE Guide Manager to oversee and expand the SITE Guide Program. SITE Guides are SITE SANTA FE’s docents, who are trained as informal educators and offer tours, support education programs, and more. The SITE Guide Manager will manage and schedule SITE Guide, recruit and train new SITE Guides, organize and schedule tours, and ensure that all SITE Guides have the necessary knowledge and resources to provide an engaging and informative experience for our visitors. The SITE Guide Manager will also be responsible for expanding the program and creating more opportunities for SITE Guides to learn and engage with the public. The expansion will also include implementing scheduling and communication software to streamline communications among
staff. If you are passionate about contemporary art and education and enjoy working with the public, we encourage you to apply for this exciting opportunity.

The ideal candidate will have experience in contemporary art, education, customer service, schedule management, or a related field and experience managing volunteers.

The ability and availability to work 25 hours per week, including weekends, along the following schedule:
Thursday- 10am-3pm
Friday- 11 pm to 4 pm
Saturday- 11 am to 4 pm
Sunday- 11 am to 4 pm
Monday- 10am-3pm

*Additional support may be required during Public Programs, Exhibition Openings, and similar events.

**Responsibilities**
- Be a thought partner with the Director of Creativity & Learning to redesign and improve the SITE Guide Program
- Oversees a team of approximately ten SITE Guides and manages their schedule to ensure coverage during public hours
- Provide training and support to the SITE Guides to ensure they are knowledgeable about the exhibitions and programs
- Develop and implement strategies to enhance the visitor experience through the SITE Guide program and collaborate with other staff to ensure a cohesive visitor experience
- Research and develop new scheduling software and communications strategies for the SITE Guide Program.
- Prepare and implement monthly SITE Guide meetings
- Support coverage on the floor to cover breaks, staff time off, or other gaps in coverage as needed
- Review the SITE Guide Handbook and policies with the Director of Creativity & Learning to update and enhance content.
- Ensure SITE Guide staff is current upcoming events, and staff news.
• Strategically place SITE Guides in galleries to ensure engagement and honor loan agreement expectations for gallery monitoring.
• Mentor SITE Guide team to grow professionally and provide development and workplace learning resources, and enhance the SITE Guide program to support staff retention and audience engagement through creative strategies
• Manage the SITE Guide Substitute program
• Manage and monitor the SITE Guide staffing budget
• Manage tours, communicate tour schedule to staff, and manage correspondence with teachers and others interested in tours
• Preparing staff and visitors for tours
• Collaborate with Education Coordinator to create activity booklets, information packets, study guides, and other supplemental materials for engagement
• Recruit and support hiring process for SITE Guides as needed
• Organize regular meetings with SITE Guides, including artist walkthroughs, learning groups, and general check in’s.

• *Some responsibilities may alter over time

• **Qualifications**
  • Bachelor's degree in art history, museum studies, or related work experience
  • At least two years of experience managing a team in a cultural institution, service industry, or similar organization
  • Strong interpersonal and communication skills to effectively train and support SITE Guides and engage with the public
  • Knowledge of contemporary art or eagerness to learn about contemporary art, and ability to communicate about it in an engaging manner
  • Strong organizational skills and strong attention to detail.
  • Excellent interpersonal skills and the ability to communicate well with others.
  • Ability to conduct research related to art, artists, history, materials and science, touring, education, sensory engagement, and neurodivergent learning styles.
  • Must be timely and punctual.
  • Ability to work collaboratively with staff and maintain a high degree of professionalism in a dynamic and creative setting.
• Embrace SITE Santa Fe’s commitment to diversity, equity, inclusion, and accessibility.
• A high degree of computer literacy and competency in the Google and MS Office suites.

Application instructions: Applicants should submit a resume and a cover letter to job@sitesantafe.org, with the subject line “SITE GUIDE MANAGER”