

Georgia O'Keeffe Museum

Position Title: Lead Tour Guide
Department: Georgia O'Keeffe Welcome Center
Location: Abiquiu, NM
Pay Range: \$18/ Hour
Hours: Part Time, Seasonal, Non-Exempt

Position Summary

The O'Keeffe Home & Studio in Abiquiu, NM is seeking a Lead Tour Guide. This position is central to the tour experience at Georgia O'Keeffe's historic home and studio in Abiquiu, New Mexico. Tour guides are responsible for creating a warm and welcoming environment to small groups visiting this fascinating historic site. The Lead Tour Guide performs the duties of a Tour Guide and acts in a lead capacity

Each day, tour guides lead 2 - 4 tours per day by enthusiastically providing information about the life and home of Georgia O'Keeffe, engaging in conversation, and answering visitor questions while walking around the historic site. Tours include public tours, contracted group tours, private group tours, or school tours as needed. Start by greeting visitors in the Welcome Center then joining them for a 5-minute drive up the road on a shuttle to O'Keeffe's historic home and studio.

Tours last 60-90 minutes long and approximately half of the tour takes place outside on rocky, uneven terrain during all types of weather.

Weekend availability preferred.

Responsibilities include but not limited to

- Create weekly staff schedule for tours of Home & Studio; review time off requests and availability change requests and find adequate coverage in case of employee time-off
- Ensure tour guide team is briefed on all special events, private tours, programs, and workshops
- Support Curator of Historic Properties with new staff onboarding and other training initiatives; co-develop staff engagement outings, lectures, and other events
- Work directly with Lead Visitor Services Associate to schedule tour guide staff for private tours, group tours, and other special requests
- Greet visitors; assist with checking-in visitors prior to tours; and other duties as requested
- Direct visitors to tour shuttle; take roll call; provide information and guidelines; and drive with visitors to the property
- Lead tour through the home providing information on the artist's life, her homes, artwork, the community of Abiquiu and surrounding area; the Museum; and responds to inquiries by visitors
- Participates in on-going training to grow knowledge of O'Keeffe and other relevant topics
- Provides emergency response to visitors and property as required; follows safety, security and emergency procedures and practices as required

Special Projects or Additional Duties

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

Background and Qualifications

- High School Diploma or GED – Required
- BA/BS, Humanities or social sciences – Preferred
- 1+ Year customer service experience - Required

Skills and Abilities

- Outgoing and comfortable talking with members of the public
- Enjoy talking with people from all backgrounds in small groups and one-on-one; clearly communicate area information, museum guidelines/policies, and other information as needed
- Willing to learn about Georgia O’Keeffe and related history; museum provides ongoing training; previous knowledge not required
- Flexible and able to improvise
- Highly responsible and able to work both independently and with others

Benefits

This position is eligible for some benefits, including free museum membership, retail store discount, and Employee Assistance Program!

To be considered, please send your resume to:

Jobs@okeeffemuseum.org

The Georgia O’Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.