

Georgia O'Keeffe Museum

Position Title: Gallery Guide
Department: Education and Interpretation
Location: Santa Fe, NM
Hours: Part-Time, On Call

Position Summary

The Georgia O'Keeffe Museum in Santa Fe, NM is seeking Part Time, On-Call Gallery Guides to provide outstanding engagement with museum guests through a shared museum experience. Guides will provide information on the art and life of Georgia O'Keeffe while communicating the Museum's Key Interpretive Points in a from-the-heart, enthusiastic manner. O'Keeffe guides genuinely love interacting with people, sharing information, and leading conversations about art and our shared cultural histories. These natural conversationalists will lead tours of the museum for private tour groups, which may include contracted group tours, private group tours, virtual tours hosted online, or school tours as needed.

Core Competencies

- Excellent oral communication skills
- Memorization of key art history material + enthusiastic personalization of content
- Strong interpersonal skills and ability to work empathetically with diverse audiences
- Ability to work creatively and collaboratively in a team-based environment
- Able to work independently and repeat information regularly while making it fresh and engaging for the audience

Essential Functions and Responsibilities

- Following a training period and/or supervisor approval, provide tours about the life of Georgia O'Keeffe and her art to the public
- Speak in front of groups in the Museum on a regular basis, and respond to inquiries from visitors
- Must have flexible daytime availability (including weekends)
- Those that are interested in touring schoolchildren/ those with bilingual+ language skills particularly desired
- Must complete training as defined by O'Keeffe Museum. Must maintain Annual Training/Review.

Background and Qualifications

A bachelor's degree in art, education, art history preferred
1 year working in a classroom or other educational setting preferred
1 year working in a museum setting preferred

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.

Applicants must be authorized to work in the US for any employer, without needing sponsorship.