

# Georgia O’Keeffe Museum

**Position Title:** Tour Guide  
**Department:** Georgia O’Keeffe Welcome Center  
**Location:** Abiquiu, NM  
**Pay Range:** \$16.00 per hour  
**Hours:** Part Time, Seasonal, Non-Exempt

## **Position Summary**

The O’Keeffe Home & Studio in Abiquiu, NM is seeking a 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 for small groups visiting this fascinating historic site.

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 and approximately half of the tour takes place outside on rocky, uneven terrain during all types of weather.

**Weekend availability is preferred.**

## **Responsibilities include but not limited to**

- 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](mailto: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.