



Position Title: Tour Guide
Department: Historic Properties
Location: Abiquiu
Pay Range: \$16.00 per hour
Hours: Part Time, 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 to 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 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:

- 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/GED required
- BA/BS in Humanities or Social Sciences preferred
- 1+ years customer service experience required
- Willing to learn about Georgia O'Keeffe and related history

- Museum provides ongoing training. Previous knowledge *not* required

Skills and Abilities:

- Experience working with middle school-aged youth, preferably in an educational or creative setting
- Basic knowledge of art materials, techniques, and creative processes
- Ability to collaborate with a team and adapt to a dynamic, fast-paced environment
- Flexibility and willingness to assist with various tasks as needed
- Strong interpersonal and problem-solving skills

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.

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