



Volunteer Gallery Guide Position Description and Requirements

Position Purpose:

Gallery guides are recruited and trained as volunteers for the museum's Guided Tour Program, designed to serve the needs and interests of our diverse visitors, from elementary school children to adults. They serve as facilitators of discussions that ignite a sense of curiosity and self-discovery for first time museum visitors, especially K-12 visitors. Moreover, they help to give visitors a deeper understanding and appreciation of the artwork. The role of a gallery guide is critical for the Technology and Engagement department to serve the over 6,000 guests who participate in the Lowe's guided tours each year.

Gallery guides lead tours and assist with hands-on art activities during the K-12 tours, support family day programming, and may lead tours during weekend and nighttime events. Gallery guides may also support the implementation of visitor surveys. No prior art history background or work experience is required to volunteer; however, those wishing to volunteer in the Guided Tour Program should be comfortable working and communicating with the public.

Staff Coordinator: Education and Volunteer Programs Lead

Responsibilities:

- Provide educational services for our museum visitors by leading tours, assisting in artmaking activities, and supporting public programs at the Lowe
- Engage visitors in conversations and dialogues regarding the museum's collections and temporary exhibitions
- Stay knowledgeable of current museum exhibitions and events and be able to connect visitors to information they are seeking
- Interact with program participants and visitors in a positive and engaging manner
- Assist with the set-up and take-down of program materials
- Work with the Education and Volunteer Programs Lead and museum staff to broaden the educational outreach of the Lowe Art Museum to the Miami-Dade community

Skills and Abilities:

- Passionate about working with diverse groups of children, adults, staff, and volunteers
- Desire and excitement for learning and teaching, especially about art and art history
- Excellent communication skills
- Attention to detail and accuracy
- A sense of flexibility and cooperation
- An attitude of tolerance and respect for all people's points of view

Qualifications:

- Must be at least sixteen (16) years old
- Must be a U.S. Citizen or legal permanent resident
- Physically able to lead tours around the museum; must be able to stand and/or walk for at least three hours at a time
- Comfortable speaking in front of groups
- Teaching or public speaking experience a plus

Benefits:

- Become part of a community of colleagues and friends at a world-class museum
- Opportunities for continuing education and personal growth through specialized training in museum education theories and methods
- Classes and lectures in all permanent collections spanning 5,000 years of global art history and culture
- Group social events and field trips to local/regional arts and cultural institutions
- Private lectures with guest speakers covering a wide range of arts and cultures

Training and Commitments:

The Lowe Art Museum offers an intensive training program in art history and museum education theory and techniques for all prospective gallery guides. This training prepares guides to effectively respond to a variety of educational situations. Gallery guides are required to attend all introductory training sessions in addition to scheduled volunteer meetings and educational programming. Successful completion of the Volunteer Training Program is required to become a certified volunteer guide with the Lowe.

Required Hours of Service: Upon completion of the training program, Gallery Guides are expected to commit at least 80 hours of service to the Lowe Art Museum a year, or 40 hours of service for six consecutive months.

Interested in volunteering? Contact educationlowe@miami.edu or call 305-284-4095 to learn more about the program and to apply.