

## Gallery Guide

Reports to: Director of Education & Engagement

Status: Part-Time, Non-Exempt

Hours: TBD; typically between 10:00 a.m. and 5:00 p.m. Tuesday – Sunday, with occasional Monday shifts.

**Job Summary:** Gallery Guides engage museum guests in the objects on display in our galleries using inquiry-based approaches and scripted tours. Provide quality educational experiences and visitor services for school field trips, group tours, museum donors and VIPs, and general museum visitors. Encourage visitors to explore museum content more deeply on site, and to continue their learning with digital museum resources.

### Essential Responsibilities:

- Serve as exhibition interpreters to help provide visitors with a deeper understanding of museum and exhibition content
- Use provided educational resources and materials to engage guests in galleries with individual, hands-on experiences, such as touch carts, small-scale activities, story time, and digital exploration tools.
- Support the Field Trip Specialist in preparing materials and equipment for daily K-12 field trips and group tours.
- Work with the Gallery Engagement Coordinator to develop new resources and materials to support in-gallery experiences.
- Lead tours of the museum for K-12 field trip groups, focusing on educational outcomes for appropriate grade levels.
- Lead tours of the museum for general visitors, group tours, and museum donors; align tour content with appropriate affinities as applicable.
- Encourage guest engagement in and share content for interactive educational museum spaces such as the 3D Lab, Gathering Galleries, and exhibition interactive components.
- Participate in required training meetings and stay abreast of updates to exhibition content.
- Work with the Visitor Services team to help ensure the safety and security of visitors, staff, exhibitions and the facility, and help in emergency situations.
- Other relevant duties as assigned.

### Minimum Qualifications:

- High School Diploma required, some college preferred
- An interest in and enthusiasm for sharing art, history, science and achievement content with visitors
- Strong verbal communication skills, and comfort with initiating interactions with visitors
- Ability to interact successfully with visitors of all ages in one-on-one and small group speaking situations; general comfort with public speaking
- An interest in working with K-12 students and the general public
- Willingness to participate in ongoing education to develop skills and content knowledge

- Ability to handle multiple tasks simultaneously and prioritize accordingly; adhere to deadlines; and flexibility to handle shifting demands
- Must exude a positive attitude and embrace the Museum’s visitor service standards

**Physical Requirements (ADA):**

- Ability to communicate and interact verbally, both in person and over the phone
- Ability to use computers and other office equipment effectively
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body
- Ability to physically lead groups through galleries for up to 4 hours at a time during field trips and tours
- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned
- Requires reliable transportation and the ability to travel to and from job location

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee, please print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mission**

The only multidisciplinary museum of its kind in the nation, the Peoria Riverfront Museum is a community of visionary people dedicated to using art, science, history and achievement to inspire confidence, create a culture of life-long learning, and unleash the full talent and genius of every individual. The museum community is comprised of public visitors & members, board & advisory councils, Visionary Society donors & sponsors, civic leaders & community collaborators, students & educators, innovators & entrepreneurs, and volunteers & staff.