

Application: Student Gallery Guide Nasher Museum of Art at Duke University

Time Commitment: ~5 hours per week

Job Description:

As part of the Nasher Museum's Gallery Guide program, Student Gallery Guides provide support to the Education department at the Nasher Museum of Art. Gallery Guides' primary responsibility is to lead and facilitate tours for various audiences including, but not limited to, the general public, K-12 groups/classes, and/or people with Alzheimer's (as part of the Nasher's [Reflections](#) program). Gallery Guides are expected to attend all Nasher training sessions on museum exhibitions and pedagogy; trainings occur approximately twice a month on Monday mornings and are repeated on Thursday evenings to accommodate different schedules. Other responsibilities include:

- Training in and using Visual Thinking Strategies (VTS), open ended-questions and the inquiry method for all tours.
- Managing and keeping control of a group of 15 students or adults with attention to safety of visitors and artworks and implementation of museum rules.
- Researching artworks and artists outside of training to prepare for upcoming tours.
- Reading exhibition catalogs, all exhibition labels, and any other materials distributed by the education staff.
- Communicating tour confirmation and museum expectations with visitors prior to visit.
- Producing supplemental materials for tours.
- Setting up all necessary materials and coordinating with fellow guides 30 minutes prior to tour start.

Requirements:

Student Gallery Guides must be a currently enrolled Duke student able to commit the necessary time to working in the Nasher's Education department (approximately 5 hours per week, scheduled around the student's class schedule). Please note that students will not be required to give tours on University Holidays and during Midterms and Final Exams. Applicants must be organized, flexible, comfortable working with different age groups and engaging while leading groups. Applicants must also have excellent communication skills. Students early in their studies are preferred. No prior art, art history or museum experience is required. Students of all majors are welcome to apply. Based on performance and engagement in the Gallery Guide program, students may continue to be a Gallery Guide until they graduate.

Applications will be reviewed on a rolling-basis. To apply, please email the following (as one email) to Ruth Caccavale, Gallery Guide Manager and Museum Educator, at ruth.caccavale@duke.edu.

1. [Resume](#)
2. Responses to Short Answer Questions (found on the next page)

Student Gallery Guide Application

Basic Information

Name:

netID:

Mailing address:

Phone Number:

E-Mail:

Year of graduation:

Gallery Guide Application Short Answer

Please limit your answers to 2 typed pages total.

1. Why are you interested in becoming a Gallery Guide at the Nasher Museum of Art?
2. Not required, but if applicable, describe your background in studio art, art history and/or education.
3. Not required, but if applicable, describe your background in teaching in informal (Scouts, museums, tutoring, etc.) and formal (classroom) settings.
4. Not required, but if applicable, describe your background in teaching to your peers.
5. What audiences do you think you would enjoy working with the most? Why? What audience group might be challenging for you to lead on a tour and why?
6. Gallery Guides need to research artists and artworks. How do you like to conduct research?

Gallery Guides are facilitators. They do not memorize scripts, or give lectures. Their key role is to engage their audience in a conversation about art, and to empower them to be confident in approaching art on their own. Gallery Guides also facilitate the hands-on activity that accompanies many school tours.

7. What do you think are the key characteristics of a great educator?
8. What do you see as the traits of a good speaker/presenter?
9. Describe a time when you acted as a facilitator, empowering others.
10. List any languages you speak (other than English) and what your ability and comfort-level is with each.