

GATEHOUSE GALLERY GUIDE

Start Date: Ongoing
Department: Exhibitions
Reports To: Amy Owen, Curator; Kara Smith, Curatorial Assistant

The Gallery Guide plays an essential role in providing hospitality and information to patrons who visit di Rosa's Gatehouse Gallery. The Gallery Guide employs skills in three areas: education, visitor services, and security. The Gallery Guide is a welcoming, friendly and informed individual who is passionate about contemporary art and enjoys engaging in conversations with diverse audience members. The Gallery Guide also provides important security support to di Rosa on the floor. Gallery Guides are trained on general emergency and safety procedures by di Rosa staff.

Primary Responsibilities:

- Act as an interpretive guide, enhancing visitors' experience and understanding of the art and ideas presented in di Rosa's Gatehouse Gallery exhibitions
- Greet tours in the exhibition space and be prepared lead tours of the exhibition for a variety of age groups and experience levels on a requested basis
- Keep in regular communication with curatorial staff and other gallery guides regarding skill and experience sharing, security, artwork maintenance, and other issues as they arise
- Be a visitor resource for questions about di Rosa programs, facility, hours of operation, and other general information
- Attend information sessions with di Rosa's curatorial team and complete assigned reading on the artists, works and themes of the exhibitions (required)
- Attend front line staff training sessions (required), which cover customer service, security and safety, and communication with other front line staff members
- Assure the safety of the works of art and the safety of visitors
- Activate and de-activate electronic equipment for exhibitions on a daily basis including projectors, DVD players and audio equipment, among other items as applicable; troubleshoot technical issues in consultation with curatorial staff as needed

Skills and Qualifications:

- Background or experience in education, art history, or museum studies preferred; coursework, concentration, or related experience in contemporary art a plus Minimum one year experience in an arts institution; previous work experience as a docent, in customer service, visitor services or equivalent, strongly preferred

- Passion for contemporary art and willingness to work alongside contemporary works of art and performances which may present challenging and provocative subject matter
- Superior verbal and interpersonal communication skills; enjoys engaging with diverse individuals and communities
- Capable of learning new material rapidly
- Comfortable with fragile/valuable objects and communicating security protocols to the general public
- Ability to work effectively with people of diverse cultural backgrounds.
- Ability to lift a maximum of 30 lbs, ability to bend/squat/sit/stand for long periods of time, and comfort/ ability to use ladders required
- Ability to operate and troubleshoot a variety of consumer-level A/V components
- Self directed; proven ability to work independently as well as a member of a team
- Foreign language skills desirable

Hours and Time Commitment:

1-3 days per week; Wednesdays through Sundays, late morning through evening. Additional training days and special events as necessary. 3-6 month commitment required

Contact:

Please submit a resume and a brief letter of interest to Kara Smith, kara@dirosaart.org, with the subject line "Collections Management Intern" or mail your application to: di Rosa, 5200 Sonoma Highway, Napa, CA 94559

