

Human Resources

JOB OPENING

March 10, 2010

POSITION TITLE: TEEN GUIDE

REPORTS TO: Specialist, School Tours

STATUS: Paid part-time, temporary, non-exempt.

DESCRIPTION:

Lead youth groups and summer school students, ages 6-12, in looking at sculpture outside in the *Kansas City Sculpture Park* and inside, including the Museum's Modern and Contemporary galleries.

TIME COMMITMENTS: Teen Guides should be available to:

1. Attend **two** training sessions
2. Lead one independent practice tour
3. Work at least one full tour day per week (two tours per day):
 - Tours run the month of July, Wednesday through Friday at 10:00a.m., 11:00 a.m., Noon and 1:00 p.m. Depending on the number of tours booked, monthly total hours will be between 10 and 20 hours per month.
 - This is a paid position. Base pay is \$8.00 per hour for new teens, \$8.20 for returning teens. You will be paid for hours worked in leading tours and all training.

TRAINING: Teen Guides will be required to attend two group-training sessions and one independent training session to practice tours (dates will be decided at the group training sessions). As part of the training, guides will receive:

- An introduction to the Museum and staff, the *Kansas City Sculpture Park*, various galleries and the Museum's Modern and Contemporary Galleries.
- An informational session with the Associate Curator, Modern and Contemporary Art, about the objects on the tour.
- Assistance from supervisors to help prepare for working in the galleries and Sculpture Park.
- A Training Manual with background information.

MINIMUM JOB REQUIREMENTS:

- At least 15 years old, enrolled in high school as a Freshman through Junior with a Social Security number.
- Interested in art or art history and enjoy talking with children of all ages and backgrounds.
- Dependable, punctual and willing to serve as a positive representative of the Museum.
- Willing and able to take direction and work in a team environment.

TO APPLY:

If you are interested in this position, complete the Teen Guide Questionnaire below and have your parent or guardian **sign**. Return the application to Susan Spencer, Education Department, The Nelson-Atkins Museum of Art, 4525 Oak Street, Kansas City, MO 64111. **Applicants must have parental signature on the questionnaire in order to be considered for the position. All forms must be returned no later than April 30, 2010.**

Being a Teen Guide can be a lot of fun and you'll learn about the collection and meet the staff. Giving tours is a great way to work on your speaking skills in a non-threatening way. Working at The Nelson-Atkins looks great on a resume!

EOE