



## Harwood Guide

### Volunteer Position Summary

The Harwood Museum of Art at the University of New Mexico seeks volunteers who are passionate about sharing the arts with public audiences. As a Harwood Guide, volunteers will support the Education and Visitor Services teams by greeting visitors, leading tours of the museum, and providing support for public programs. Volunteers must be comfortable speaking in public, leading interactive experiences, and working with diverse audiences of all ages, backgrounds, and abilities.

Harwood Guides will receive training on museum education practices, visitor service techniques, Harwood history, and art history, as related to current exhibitions, prior to beginning tours. On-going training will be offered to expand knowledge and skills to engage public audiences. Harwood Guides work closely with Education, Public Programs, Security, and Visitor Services staff as well as other Harwood Volunteers. Reports to Curator of Education and Public Programs. We are seeking volunteers who can make regular, weekly or monthly commitments to supporting programming.

### Duties

- Provide warm and inclusive welcome to Harwood visitors.
- Lead engaging public tours of Harwood exhibitions and collections.
- Interact with visitors at public programs such as Community Days, First Fridays, and other programs.
- Attend trainings and other meetings as assigned by Curator of Education and Public Programs

### Qualifications

- Knowledge of and curiosity to learn more about the arts, museum studies, and/or history.
- Desire to connect and engage people of various social, cultural, economic, and educational backgrounds. Previous experience teaching, tour guiding, or working with public audiences a plus.
- Ability to organize and present complex information effectively to a range of audiences.
- Strong verbal communication skills. Ability to communicate in multiple languages a plus.
- Commitment to fostering a welcoming, inclusive, and accessible museum experience for all visitors.

### How to Apply

Sign-up to attend a volunteer Open House on Wednesday, June 28 at 5:30pm to learn more about becoming a Harwood Guide: <https://harwoodmuseum.org/events/volunteer-open-house/>. Submit [volunteer questionnaire](#) by July 9 to be considered for the August training.

Send questions to [volunteer@harwoodmuseum.org](mailto:volunteer@harwoodmuseum.org) or call (575) 758-9826 x 120.