

2016–17 Harvard Art Museums Student Guide Application

\$15.50/hr. (work-study students encouraged to apply)

Approx. 10 hours/week for the academic year: includes training, research, and tours for public audiences at regularly scheduled times

Open to Harvard sophomores and juniors

Application deadline: 11:59pm on Sunday, September 11, 2016

Note: Please read the position descriptions carefully for the Student Guide program Job ID #10741) and the Student Board (Job ID #10740) and apply to one program that best suits your interests and abilities.

Position Description

The Harvard Art Museums are now accepting applications from current Harvard sophomores and juniors for our Student Guide program. Participants come from a wide range of backgrounds, including art history, visual and environmental studies, the sciences, history, and literature. Student Guides will offer tours of the museums for university and community audiences.

Training

Student Guides will first participate in a rigorous training program led by David Odo, the Harvard Art Museums' director of student programs, to gain knowledge of the collections and to develop skills in critical thinking, visual analysis, public speaking, and leadership. Training will draw on scholarship and practice from multiple fields of knowledge, including curatorial practice, artistic practice, art history, conservation science, and social sciences. Students from all concentrations are encouraged to apply.

Student Guide training sessions will be held on Thursdays from 3 to 5pm, starting October 6, 2016, at the Harvard Art Museums during the academic year.

Tours

Upon successful completion of training, Student Guides will offer regularly scheduled tours of the Harvard Art Museums for a variety of Harvard and public audiences during the academic year.

Qualifications

— No art history, fine arts, or museum experience is necessary, but enthusiasm and excitement about the Harvard Art Museums are required.

- Comfort with public speaking; prior teaching/tutoring experience preferred.
- Excellent interpersonal communication skills.
- Professional, welcoming, and engaging demeanor.
- Must be available to attend mandatory training sessions on Thursdays from 3 to 5pm during the academic year.
- Please indicate if you have fluency in foreign languages, experience with social media, skills in building and/or maintaining websites, visual/performing arts practice, or any other qualities that might make you an excellent guide.

To Apply

Please submit the following documents:

1. Cover letter and résumé: submit a cover letter (maximum one page) that discusses your interest in the position and a résumé that clearly indicates your graduation year, concentration, education, work/volunteer experience, and Harvard email address. Please also include in your résumé the names and email addresses of two professional, extracurricular, or academic references, at least one of whom must be a Harvard faculty (including TF) or staff member. Note: provide contact information only, not letters of recommendation.

2. Short response: select any work of art on view at the Harvard Art Museums. Spend at least 30 minutes looking closely at it and write a brief response (no more than 500 words). Your response should include the title and artist/maker (where known) and a description of the work. For the purposes of this response, do not conduct research using secondary sources; your response should include only your own description of and reaction to the object, what questions it provokes for you, and what possible themes/ideas you would want to develop were you to create a tour using the object.

Apply by submitting all of the above materials online through the Student Employment Office (Job ID #10741) by 11:59pm on September 11, 2016. Applications will not be considered complete unless a cover letter, résumé, and short response have been received. Please note that applications will not be accepted via email.

Please contact Correna Cohen, Curatorial Fellow in the Division of Academic and Public Programs, with any questions: correna_cohen@harvard.edu or 617-496-1017.

[Sign up](#) for our student-only email list to learn about upcoming student events and opportunities, and to receive the Harvard Art Museums monthly email newsletter.