

Cyrus Dallin Art Museum Tour Guide Manager

The Cyrus Dallin Art Museum is seeking a part-time Tour Guide Manager (approx. 5-8 hrs/week) to oversee a team of nine guides and five teen greeters. The Tour Guide Manager will ensure that visitors receive engaging, accurate, and welcoming experiences while supporting the recruitment, training, scheduling, and ongoing development of volunteer guides and greeters.

Key Responsibilities

Volunteer Management:

- Recruit, train, and supervise guides and greeters.
- Develop and maintain volunteer schedules to ensure adequate coverage when the Museum is open to the public (Saturdays and Sundays from 12-4 pm) and for group tours and special events.
- Instruct volunteers on procedures for visitor tallying, admissions, donations, and gift shop sales.
- Serve as the primary point of contact for volunteer communications.
- Conduct periodic meetings and training sessions to enhance volunteer knowledge and skills.

Program Oversight:

- Ensure tour content is accurate, engaging, and aligned with the Museum's mission and values.
- Develop and/or update tour themes and interpretive materials as needed.
- Assist with the development of special content-focused tours and other programming.
- Periodically assess training methods and materials and make changes as needed.
- Periodically evaluate visitor feedback and recommend changes to the tour experience as needed.
- Work guide shifts on weekends as needed.

Administrative:

- Maintain volunteer records, schedules, and training materials.
- Prepare a monthly report on volunteer activities and visitation metrics.
- Monitor upkeep and appearance of the galleries and report facility issues to the Executive Director.

Qualifications:

- Experience managing volunteers, educational programs, or public-facing staff preferred.

- Background in art, history, museums, or education preferred.
- Excellent verbal, written, and interpersonal communication skills.
- Must be able to set goals, collaborate, advise, supervise, and motivate others.

Hours & Compensation: 5-8 hrs/week; \$18/hr

HOW TO APPLY: Send a cover letter and resume to Executive Director Heather Leavell at hleavell@dallin.org by Friday, July 17, 2026.