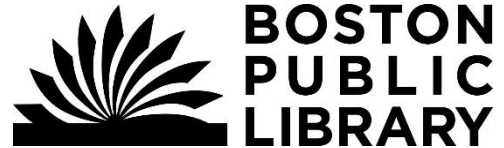


Art & Architecture Tour Program Volunteer Guide Position Overview



Purpose

To inspire visitors and generate public interest in the history, art, architecture, and collections of the Boston Public Library's Central Library in Copley Square.

Role and Expectations

- To provide a welcoming and professional presence for patrons as a representative of the library.
- To conduct public and private group tours of the Central Library's art and architecture, and answer questions from groups.
- To exercise sound judgment and common sense while representing Boston Public Library and ensure that the library's Appropriate Use Policy is followed on tours.
- A commitment to continuing education around the art, architecture, history, and holdings of the Boston Public Library.

Qualifications

- Interest in history, art, and architecture in general, and of Boston Public Library in particular.
- Desire to share knowledge of and enthusiasm for Boston Public Library with others.
- Confidence in addressing and presenting information to large groups; prior guiding, public speaking, and/or education experience desirable.
- Ability to effectively interact with the public and demonstrate flexibility and responsiveness while guiding in a public space and working alongside other library functions.
- Understanding of appropriate protocol when delivering public service.

Training

Interviewed and accepted candidates will be asked to complete a tour guide training program as determined by the Central Library Visitor Experience Coordinator. New guides are expected to complete training within three months. Progress evaluations will be ongoing throughout the training period and guide tenure.

Requirements

- Minimum commitment of 24 public tours per year.
- Successful clearance of a CORI check prior to beginning the training program.
- Proactively signing up for public tours and securing substitutes if necessary.

- Commitment to attending tour guide meetings and enrichment programs for continuing education.
- Understanding that involvement in the tour guide program is an at-will agreement, which can be discontinued by the guide or Boston Public Library at any time.
- Agreement to and compliance with volunteer guidelines and ability to interact with Boston Public Library staff in a respectful manner.