

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Interpretive Guide for Shangri La
<b>Department:</b>	Shangri La Tours
<b>Supervisor:</b>	Manager, Shangri La Tours
<b>Employment Status:</b>	Part time
<b>FLSA Status:</b>	Non-Exempt
<b>Work Hours:</b>	Casual/On-call: Days and Hours are negotiable Wednesday-Saturday
<b>Issue/Reissue Date:</b>	07/29/2016

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission: *To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.*

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawai'i, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HoMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Shangri La is a museum for learning about the global culture of Islamic art and design through innovative exhibitions, guided tours, public programs, and digital initiatives, and incubates new ideas about art, culture, and civic engagement. Built in 1937 as the Honolulu home of American philanthropist Doris Duke (1912-1993), Shangri La was inspired by her extensive travels throughout North Africa, the Middle East, and South Asia and features over 2,500 objects and traditions of Islamic art and design. Shangri La is a program of the Doris Duke Charitable Foundation.

### **Job Summary:**

Following the successful completion of an intensive training session (six sessions over a period of three weeks), Interpretive Guides become ambassadors of lifelong learning and serve as stewards for the ongoing story of Shangri La and its impressive collection. Guides lead tours of the house and property; each tour is a curated experience of open learning, where insights into Islamic art and design are shared and exchanged through the museum collection, the travels of Doris Duke, and the living cultures and communities represented throughout the museum.

### **Minimum Qualifications:**

- Excellent people skills, diplomacy, and good public speaking skills in an informal environment.
- Ability to comprehend college-level lectures and reading assignments and to synthesize and present this material for a general public audience.
- Ability to plan, prepare and present an interpretive tour that holds audience attention, encourages participation, and improves their understanding of Islamic arts and cultures.
- Ability to appropriately integrate contemporary events into the tour experience to link the cultural heritage elements found at Shangri La to timely and current discussions.

### **Desired Qualifications:**

- Experience teaching and/or as an interpretive guide/docent for museum or other educational non-profit organization.
- Flexibility and collegial attitude.

- Knowledge of social media and other digital forms of communication.

**Essential Duties:**

- Possess and sustain a generous and enthusiastic appreciation and curiosity about the ongoing story of Shangri La.
- Develop and maintain a broad and accurate knowledge of Islamic art, design, and culture as represented at Shangri La; as well as a general understanding of how the collection, property and programs at Shangri La relate to the living cultures and communities represented throughout the museum.
- Lead open-learning educational tours about Islamic art and design and the history and current mission of Shangri La that communicate primary interpretive goals and themes.
- Engage visitors and be highly responsive to audience needs and interests.
- Speak clearly and appropriately so all visitors can hear and understand tour information.
- Be prepared to answer questions in a knowledgeable manner, encouraging the exchange of insights as they relate to the museum.
- Arrive punctually and commence and end tours at designated times.
- Work as a supportive and positive team member with HoMA and Shangri La staff to provide the best possible visitor experience.
- Support museum policies on safety and the collection, working in close collaboration with Shangri La security staff.
- Recognize and be respectful of visitors from diverse cultures, backgrounds, and generations with varying perspectives and points of view.
- Participate in quarterly workshops for continuous learning and improvement.

**Physical Demands:**

For the duration of each tour, Interpretive Guides must be able to move across uneven terrain, navigate stairs, escort visitors through non-climate controlled areas, speak clearly and audibly, and hear questions/comments from individuals in a group of people. While performing the essential duties of this job, the employee is regularly and frequently required to stand and walk. The employee is sometimes required to reach with hands and arms, and move or lift up to five pounds.

**Working Conditions and Atmosphere:**

Works in an indoor/outdoor environment which by its nature may be windy, wet, cool or warm. Leads walking tour lasting approximately 90 minutes. Tours are scheduled Wednesday through Saturday at 9:30am, 11:00am, and 2:00pm. An additional tour time at 12:30pm may be added several times weekly.

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Employee Signature

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Date

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Department Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.