

Boston Public Library, Copley Square



Position Overview

Volunteer Tour Guide

PURPOSE

To inspire library use and support by generating public interest in the history, art, and architecture of the Boston Public Library, including its collections, exhibitions, and programs at the Central Library in Copley Square and the 24 branch libraries throughout the city.

RESPONSIBILITIES

- To conduct public and special group tours of the Central Library and its exhibitions.
- To answer questions from tour group participants.
- To record statistics for each group after a tour is given.
- To attend bi-monthly meetings and enrichment sessions.
- To continue to inform oneself on the art, architecture, history, holdings, and exhibitions of the Boston Public Library.

QUALIFICATIONS

- Interest in history, art, and architecture in general, and of the Boston Public Library in particular.
- Desire to share knowledge of and enthusiasm for the Boston Public Library with others.
- Previous public speaking and/or tour guiding experience.
- Ability to effectively deal with the public and vary the tour for special groups.

TRAINING

Candidates will be assigned a mentor and provided with training materials and assignments. All trainees are required to shadow experienced guides in preparation for structuring, rehearsing, and leading their own tour. Continuing education through bi-monthly enrichment sessions will be offered once the trainee has been approved for guiding.

REQUIREMENTS

- Minimum commitment of two tours per month (or 24 tours per year).
- Commitment to attend bi-monthly meetings for continuing education.
- Two-year minimum commitment to the program.
- Signing up for tours online in advance; any changes in scheduling or securing of replacements is the responsibility of the guide.
- Understanding that the 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.

EVALUATION

Evaluations will be performed regularly by the Exhibitions & Outreach Associate, co-chairs of the Volunteer Tour Guide Training Program, and fellow guides as appropriate.

May 21, 2014