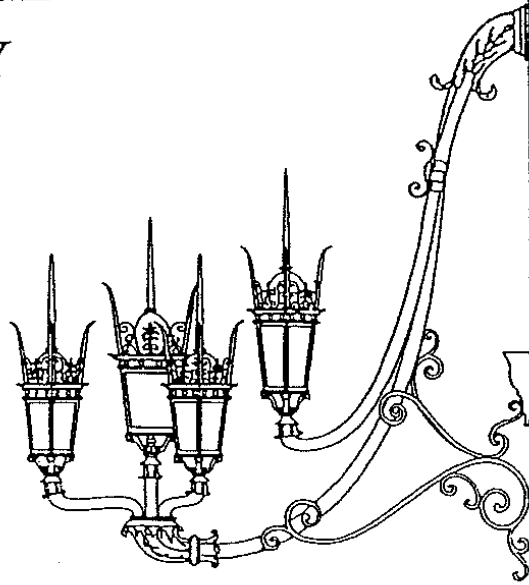


TRUSTEES OF THE
PUBLIC LIBRARY
OF THE CITY
OF BOSTON



**TRAINING CONSULTANT FOR THE ART AND ARCHITECTURE TOUR
GUIDE PROGRAM TO HELP DEVELOP CURRICULUM AND TRAIN UP TO
FIFTEEN NEW TOUR GUIDES.
DURING THE PERIOD: DECEMBER 13, 2017 THROUGH JUNE 30, 2018**

Training consultant opportunity for an Art & Architecture Tour Guide Trainer.

The Trustees of the Public Library of the City of Boston (“BPL”) request applications for an Art & Architecture Tour Guide Trainer to train up to and including 15 new tour guides in the spring of 2018.

Part A. Introduction:

1. General Information:

PLEASE READ THIS SECTION BEFORE RESPONDING TO THE REQUEST FOR PROPOSAL

- Direct all questions regarding this request for applications to:

Email: smcgahan@bpl.org
Sean McGahan, Business Analyst
Boston Public Library
700 Boylston Street
Boston, MA 02116

- Release date: November 10, 2017
- Interested parties must submit a letter of interest by **Wednesday, November 29th at 5pm**.
- Proposals not received by the deadline will not be accepted. Proposals not completed as specified in the application process will not be evaluated.

2. Application Process

- Applicants should submit a letter, detailing why you are interested in and qualified for the Art & Architecture Tour Guide Trainer position and addressing the following questions:
 - 1..1. How has your experience as a volunteer guide at BPL, coupled with other volunteer or work experience(s), prepared you to train and evaluate volunteer Art & Architecture tour guides?
 - 1..2. What qualities and skills enable one to become an effective Art & Architecture tour guide at BPL?
 - 1..3. Briefly, how would you propose effectively recruiting and training new volunteer guides?
- Qualified applicants will be contacted for an interview, with a successful candidate selected by **December 13th, 2017**.
- All applications should be submitted to smcgahan@bpl.org or:

Sean McGahan, Business Analyst
Boston Public Library
700 Boylston Street
Boston, MA 02116

Part B. Project Detail and Specifications:

1. Scope for Art & Architecture Tour Guide Trainer

In order to recruit and train up to 15 new volunteer tour guides to help manage the continuing growth of the Art & Architecture tour program, the Boston Public Library is seeking an Art & Architecture Tour Guide Trainer.

Between December 2017 and June 30, 2018, the Trainer will work with staff from the Exhibitions and Outreach team to recruit new volunteer tour guides, develop a curriculum for their training, train them and aid them in their transition to full guide status. The Trainer will also work to evaluate their progress by shadowing practice tours led by trainees and, as needed, observe experienced guides to reinforce standards across the program for trainees.

The scope of work includes:

- Researching information on the Central Library's Art & Architecture and working with the Exhibitions and Outreach team to model a training curriculum and develop training materials.
- Working with the Exhibitions and Outreach Associate to evaluate applications from prospective volunteers and select a class of up to 15 new Art & Architecture tour guides.
- Working with the Exhibitions and Outreach Associate to oversee training sessions for new guides and implement the Art & Architecture curriculum.
- Collaborating with other experienced guides interested in serving as volunteer mentors for trainees.
- Working with trainees in a group and/or one-to-one basis as determined to prepare them to lead tours independently.
- Scheduling and observing trainees' practice tours to ensure readiness for leading group tours.
- Shadowing and – with the Exhibitions and Outreach Associate – evaluating newly launched trainees to ensure that consistent performance standards are met across the program.

2. Competencies:

- A strong knowledge of the components and challenges of teaching, training, and mentoring volunteers.
- Ability to execute library policy.
- An acute handling of information about the Central Library's art, architecture, and history.
- A demonstrated ability to work well with others, excellent communication skills, accountability, and flexibility.

- Ability to successfully evaluate trainees on the accuracy of information provided, effectiveness of their tour delivery, and their capability to serve as reliable representatives of the BPL and the Art & Architecture tour program.

3. Qualifications

- At least two years' experience as a volunteer BPL Art & Architecture tour guide in good standing.

4. Budget

- \$25/ hour. Total payment not to exceed \$9,000.
- The Art & Architecture Tour Guide Trainer will be asked to track their hourly commitment each week and submit an invoice based on the hourly rate to BPL once per month.
- The expected weekly time commitment will be 8-10 hours per week over the course of 30 weeks, with some weeks requiring more time and others less.