

Days of the Dead: School Tour Assistants

Job Title: School Tour Assistant

Staff Supervisor (Manager): Education Coordinator, Johanna Fassbender

Job Description: School Tour Assistants for the *Days of the Dead* exhibit will work with HAHS staff, interns, and other volunteers to lead tours for school children during the week.

Job Objective: To provide excellent educational experiences for tour groups, as well as professional development opportunities for the volunteers themselves.

Duties and Responsibilities of the Job: Attending three training sessions about the exhibit content, the tour/craft techniques, and the Meek family history; Willingness to learn the content of the exhibit and the tour; Delivering tours, serving as craft leader, and providing general support to staff and other volunteers; Talking about the exhibit with the guidance of a pre-established script; Setting up, teaching, and cleaning up after craft activity; Occasionally escorting children to the bathroom, keeping them together, and serving as an extra set of eyes and hands; Maintaining a polite, friendly demeanor with all students and teachers.

Qualifications: Ability to move within the exhibit and craft area comfortably for up to two hours at a time; Experience interacting with children and teachers, maintaining a friendly and pleasant demeanor at all times; Speak fluent English, with Spanish fluency highly desirable.

Training Requirements: A minimum of 3 training sessions, one on the exhibit, one on tour techniques, and one on the history of the Meek family. Training will take place throughout September, with day time and evening sessions available.

Place of Work: The *Days of the Dead: Folk Art for the Third Millennium* exhibit will be displayed in the Meek Mansion in San Lorenzo from October 9th 2010 – November 14th 2010. Meek Park, 240 Hampton Road, Hayward, CA 94541

School Tour hours are Monday-Friday, from 9 am – 11 am and 12 pm – 2 pm.

Public hours are Thursday-Friday from 3pm - 7pm, and Saturday-Sunday from 12 noon – 5 pm.

Minimum Time Commitment: Three trainings, and a minimum of three tours while the exhibit is running. Volunteers are needed from Monday through Friday, with tours typically scheduled from 9:00-11:00 and 12:00-2:00. Tours will be scheduled by request of the school.