



MUSEUM OF THE AFRICAN DIASPORA

Job Title: Gallery Guide

Location: San Francisco, CA

Employment Status: Part-time, Non-Exempt

Reports to: Senior Manager, Learning and Family Engagement

Anticipated Start Date: October 2025

Schedule: Tuesdays – Fridays (in-person), occasional Saturdays and evenings for special events

Hourly Rate: \$24/hour, commensurate with experience

Expected Hours: 16-20 weekly

Work Location: On-Site

ABOUT MoAD

Established in 2005, Museum of the African Diaspora (MoAD), located in San Francisco, places art of the African Diaspora at the center of the global contemporary art world.

The Museum of the African Diaspora (MoAD), a contemporary art museum, celebrates Black cultures, ignites challenging conversations, and inspires learning through the global lens of the African Diaspora. MoAD plays a vital role in the local arts community and is uniquely positioned as one of the few museums in the world focused exclusively on African Diaspora culture and on presenting the rich cultural heritage of the people of Africa and of African descendant cultures across the globe.

POSITION OVERVIEW

Reporting to the Senior Manager of the Learning and Family Engagement department, MoAD Gallery Guides play an important role in delivering an informative, and engaging experience to a diverse range of audiences. They contribute to creating a welcoming and educational atmosphere within the museum. MoAD Gallery Guides serve as educators, storytellers, and ambassadors of the museum. They make meaningful connections between visitors and the exhibitions, fostering a greater appreciation for the art, history, and cultures of the African Diaspora.

RESPONSIBILITIES

MoAD Gallery Guides are one of the primary links between the museum and the public. Gallery Guides help the museum fulfill the museum's mission to foster awareness, understanding, and



MUSEUM OF THE AFRICAN DIASPORA
moadsf.org • 685 Mission Street • San Francisco

appreciation for the contemporary art of the African diaspora. Gallery Guides' responsibility involves leading guided tours for visitors lasting approximately 1- 1.5 hours. They promote active learning through open-ended questions. They guide visitors through exhibitions, using thought provoking questions to encourage critical thinking, inspire discussions, and establish personal connections with the exhibitions. Their tours also involve explaining the significance, history, and context of artworks to the following types of groups: K-12 schools, colleges/ universities, non-profit organizations, senior groups, corporate groups, and VIP guests.

DUTIES

- Lead tours for visitors in groups of 10 or more, along with museum guests who participate in walk-in group tours on Second Saturdays and/or Tuesday afternoons at 1:00pm.
- Coordinate tour bookings via email/phone and communicate schedules with museum staff
- Craft and tailor group tours and tour scripts to match the audience's interests and level of background knowledge.
- Offer context for the exhibitions, discussing the historical, cultural, and artistic significance to help visitors connect with the pieces on a deeper level.
- Conduct and compile research pertaining to exhibitions and artists, then draw connections to other historical and cultural contexts relevant to the artwork.
- Use storytelling techniques to make the exhibitions come alive.
- Answer questions about the museum, the exhibitions, and the artists.
- Manage and clearly communicate with groups of varying sizes (10-30), ensuring that everyone can access and participate in tours.
- Lead special tours for VIPs, school groups, or special events, which may demand extra preparation and adaptability.
- Facilitate impromptu tours or conversations with individual visitors or groups in the absence of scheduled tours.
- Support the Public Engagement & Interpretation Coordinator with MoAD Mix: A Spirited Discussion on Art and Culture.
- Support the general Learning & Family Engagement team with programming at the museum (MIC, Teen Program, etc.).
- Support the Visitor Engagement team (VEX) in the galleries
- Work closely with the Learning and Family Engagement, Public and Academic Engagement, Events, VEX, and Exhibitions staff on public-facing programming.
- Participate in ongoing training on exhibitions, administrative coordination, and safety.
- Engage in and occasionally facilitate discussions in staff meetings pertaining to tours such as reporting out data or sharing feedback from audiences.



MUSEUM OF THE AFRICAN DIASPORA

QUALIFICATIONS

- Genuine enthusiasm for art and history of the African Diaspora
- Experience working in tourism, education, or travel industry is usually beneficial.
- A sincere and genuine interest in engaging with people of all ages and backgrounds.
- A love for and excitement about learning and teaching.
- High school diploma or equivalent

SKILLS AND ABILITIES

- Public Speaking
- Excellent interpersonal skills
- Ongoing learning and development resources
- Strong time management
- Visitor focused
- Strong communication skills
- Attention to detail and accuracy
- Critical thinking
- Receptive to feedback
- Able to move and present for extended periods
- Sometimes, guides might encounter unexpected situations. Therefore, they need to be adaptable and able to handle these situations gracefully.
- Familiar with Microsoft Suite, Outlook, and Dropbox. Open to learning ticketing/booking software (VEEVART) and online project management platform (Monday.com).

TRAINING

Online and in-person training will be provided.

WHAT WE OFFER

- \$24/hr, generally 16 hours per week and up to 20 hours for heavier weeks (i.e. if supporting museum events/programs)
- Opportunities for career advancement and professional growth
- Collaborative and inclusive work environment
- Competitive hourly rate
- Flexible scheduling options
- Professional development opportunities

WORK SCHEDULE

Must be available Tuesday – Friday (IN-PERSON) 12:00PM – 4:00PM and occasional Saturdays, weekday mornings or evening for special events.



MUSEUM OF THE AFRICAN DIASPORA
moadsf.org • 685 Mission Street • San Francisco



MUSEUM OF THE AFRICAN DIASPORA

DIVERSITY AND INCLUSION

MoAD is committed to creating an inclusive work culture and environment that reflects the diversity of the San Francisco Bay Area. We are an Equal Opportunity Employer and consider all qualified applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

TO APPLY

Please submit a cover letter and résumé via email to education@moadsf.org, including “**MoAD Gallery Guide**” as the subject line. All inquiries are confidential. Please, no phone calls about this position.



MUSEUM OF THE AFRICAN DIASPORA
moadsf.org • 685 Mission Street • San Francisco