



## **Collections Interpreter – Cranbrook Art Museum**

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

The Cranbrook Art Museum **Collections Interpreter** is a passionate and engaging ambassador to Cranbrook Art Museum. They love interacting with people as much as objects and bringing meaningful stories to life. They will lead tours and experiences in the collections wing, exhibitions, and surrounding outdoor spaces, for a variety of audiences. This may include researching contemporary artists, art movements, and thinking through new ways of presenting information in accessible, exciting formats. Collections Interpreters are expected to be inquisitive, engaging, and professional in their presentation of tour content and management of audiences. Schedules will vary, will require weekend and evening hours, taking place year-round.

Training on Cranbrook Art Museum's collections, history, and future, as well as best practices for culturally conscious and engaging tours, will be provided to augment your customer service expertise and demonstrated interest in contemporary art and design.

### **Responsibilities include, but are not limited to:**

- Deliver high-quality programs and tours during weekdays, evenings, and weekends.
- Delight in co-learning, leading discussions and sharing knowledge with large and small audiences as well as peers.
- Research and adapt tour content for specialized audiences.
- Maintain a secure and safe tour experience by both safeguarding Cranbrook buildings and objects, while being alert and compassionate to the physical needs of visitors.
- Work with Campus Security and Museum staff to maintain security within all Cranbrook properties, when required.
- Attend Museum meetings and tour training sessions, as necessary.
- Coordinate and confirm tour schedules through regular email and scheduling software communications with Museum staff.
- May be responsible for writing up protocols and/or program plans.
- May oversee a program or part of a program, and be responsible for its development, planning and execution.
- Keep attendance for all programs.

- Work special events for the Museum on occasion.
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.
- Other duties as assigned

**Requirements:**

- Enthusiasm for the subject and an eagerness to share that enthusiasm with learners of all ages.
- College-level contemporary art, art history, performance, museum studies, education or other relevant courses is strongly preferred – however, a demonstrated interest in art, along with training in performance, comedy, debate, or public speaking would also be valued.
- A minimum of one year of experience teaching, a variety of ages, either formal or informally, is strongly preferred.
- Customer service experience and the ability to work with individuals and groups positively and effectively, with an emphasis on adult audiences.
- The use of a personal cell phone is required to communicate with Museum staff while conducting campus tours.

This is a part-time position working around or below 20 hours per week, with evening and weekend hours required. Days worked will be Wednesday – Sunday. Cranbrook offers competitive compensation and a truly unique environment that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014. Applications and HR email address for submissions can be found on the Employment page of our website at [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment)  
**(Please note that a fully completed employment application is required for consideration)**