



## **Museum Guide**

**Deadline: Monday, 13 July 2026**

**Scope of Work:** To work as part of the Concierge's team, add value to the visitors' experience, act as ambassador to the Rupert Museum and the local cultural scene. The Museum Guide engages the visitors, provides orientation and guidance as well as keeping them informed of exhibitions and events. To provide a security presence, monitor and maintain exhibition spaces. To actively engage in the realisation of public programming and events.

### **Key Responsibilities:**

- Act as visitor liaison to inform and enhance the visitor experience
- Attend curators' tours of exhibitions to keep informed and stay abreast of public programming and events on offer
- Assist the Educations team with large group visits
- Serve as security in the museum monitoring the visitors and artworks
- Provide the visitor with additional information and guidance and arrange, or lead tours as needed
- Recognize returning visitors and open a rapport to understand what is drawing them back to the Rupert Museum
- Assist with cleaning and ensure the Rupert Museum's high standards of cleanliness is maintained
- Ensure that the Rupert Museum's security, health & safety protocols are observed for members of the public
- Attend staff meetings and training that may be required
- Ability to work on weeknights, weekends (might be nights depending on events) and public holidays
- Assisting where necessary with public programming and events, including setup, breakdown, cleaning up
- Assisting curatorial staff with tasks related to the running of the museum
- Assist external public programme facilitators, artists, attendees
- Normal working hours are 45 hours per week, with alternating weekends.

## **Qualifications and Skills:**

- Passion for the visual arts and willingness to learn
- Excellent communication skills in both Afrikaans, English, a third language would be an advantage
- Good people skills and willingness to engage and share with visitors
- Knowledge of local tourism, art and culture related activities and institutions – to advise visitors when requests arise
- Good observational skills to monitor visitor behaviour
- eye for detail to ensure the exhibitions, display equipment and visitor material is neat and presentable.

To apply, please send the following to [info@rupertmuseum.org](mailto:info@rupertmuseum.org) by Monday, 13 July 2026, with the subject line: Museum Guide 2026:

- CV
- a letter of motivation
- three contactable references
- certified copy of your SA ID
- copy/ies of certificate(s)