

Judd Foundation
101 Spring Street, New York NY 10012
Telephone 212 219 2747 Fax 212 219 3125
104 South Highland Avenue, Marfa TX 79843
Telephone 432 729 4406 Fax 432 729 4614
juddfoundation.org

September 13, 2012

**Position Announcement:
Guide Positions (paid)
Judd Foundation, New York**

Judd Foundation seeks to train part time guides for the artist Donald Judd's home and studio at 101 Spring Street, New York. The building is currently scheduled to open to the public in June 2013, following a major restoration project. As Judd Foundation's first point-of-contact with the public, guides will plan and lead guided visits (tours) through 101 Spring Street for adult, academic, professional, and VIP audiences. This is a unique opportunity to access 101 Spring Street, Judd's collection and writings, and Judd Foundation's archives, as well as gaining professional training in interpretation and guiding. Guides will work closely with programming staff and report to the Director of Programs. Competitive rates and paid training are offered.

Ideal candidate

Practicing artists, as well as individuals who have subject knowledge in art, architecture, historic preservation, and design are invited to apply to become part of a community of guides, engaged with Judd's legacy in art, architecture, and design. Ideal candidates will be comfortable in contributing to a supportive and engaged community of guides as both learners and educators.

Training

A paid training program will be held between December 2012 and March 2013. Upon successful completion of this comprehensive program, part time guide positions will be available. Session topics include Judd's studio practice and writings, SoHo history, the historic preservation of 101 Spring Street, collection handling and safety, as well as public speaking, interpretation, and emergency protocol.

Commitment

This is a part-time staff position, shifts will be available according to the public schedule. Typical shifts may be two and a half to five hours in duration, approximately one to four times per month. Occasional special event and evening shifts may also be available. Guides are expected to attend paid, ongoing monthly evening professional development sessions, to extend subject knowledge and practice and to develop the guide community. A minimum of a one-year commitment to guiding from June 2013 is desired.

Responsibilities (include but are not limited to)

- Research, plan, and lead guided visits that provide context to Judd's collection and spaces.
- Welcome and orientate visitors to the site and communicate collection security and safety policies to visitors.
- Manage walk-in visitors, process on-site admission ticketing and payments, and maintain a tidy entrance space. Basic daily cash management, as well as light administrative and scheduling tasks, as required.
- Work with Judd Foundation staff in complying with safety policies for the collection, the building, and visitors.
- Trouble-shoot any complaints or problems; report any issues to supervisor.
- Assist programming staff during special events.
- Facilitate visitors' onsite evaluation and contribute to analysis to improve visitor experience.
- Contribute to the guide community and participate in training and professional development opportunities.

JUDD

- Carry out independent research into Judd and other associated artistic and historical subjects.
- Undertake personal and peer evaluation and reflection exercises as professional development.
- Perform assignments and projects with the programming team as required.

Qualifications and requirements

- Practicing artist (B.F.A. or M.F.A. preferred), or an individual with subject knowledge in art, architecture, historic preservation, or design with an appropriate degree in a related field.
- Exceptional oral communication, public speaking, and interpersonal skills; fluent English skills.
- Polite, courteous and warm manner; ability and confidence to positively interact with a wide range of people.
- Strong knowledge of 20th century art.
- A commitment to providing audiences with opportunities to engage with Judd's spaces and legacy.
- An interest in learning about informal adult education and interpretation.
- Ability to work a flexible weekday and weekend schedule by agreement and monthly evening training meetings from March 2013.
- A minimum of a one-year commitment from June 2013.
- Ability to work in the United States.
- Physical requirements: ability to climb multiple flights of stairs, stand for long periods of time, and speak to groups of people.

Desirable experience

- Experience in museum education, teaching, or guiding tours and groups, preferably in a contemporary art or museum environment.
- Customer service experience.
- Fluency in more than one language.

Application procedure

Along with your complete resume and cover letter (no more than one page), please include a paragraph outlining your own artistic practice and/or your subject knowledge in architecture, historic preservation, or design.

Please email or mail your cover letter and resume to Miri Young, Manager of Programs and Interpretation, **by October 2, 2012** at human.resources@juddfoundation.org or 5 Crosby Street, Suite 2A, New York, NY 10013.

No phone calls please.

About Judd Foundation

Judd Foundation was created in 1996 by Donald Judd's last will and testament to maintain and preserve his permanently-installed living and working spaces, libraries and archives in New York and Texas. The Foundation is dedicated to promoting a wider understanding of Judd's artistic legacy by facilitating public access to these spaces and resources, and by developing scholarly and educational programs.

Judd Foundation is registered with the IRS as a 501(c)3 public charity under an advance ruling.

JUDD