

**PART-TIME, APRIL – NOVEMBER, POSITION AVAILABLE**

## **COLLECTIONS INTERPRETER (Architecture and Campus Tours)**

**CRANBROOK CENTER FOR COLLECTIONS AND RESEARCH**

**Bloomfield Hills, Michigan**

The Cranbrook Center for Collections and Research is accepting applications for one open part-time Collections Interpreter position. This is a unique opportunity for an intellectually curious and outgoing person to help support the work of Cranbrook's newest programmatic division, by offering public and private tours of Cranbrook's architecture and campus-wide collection of Cultural Properties. These tours include Cranbrook House (the Albert Kahn-designed 1908 Arts and Crafts manor home of Cranbrook's founders), Saarinen House (Eliel and Loja Saarinen's 1930 early Modern and Art Deco masterwork), and the nearby Smith House (a completely intact 1950 example of Frank Lloyd Wright's Usonian architecture), as well as more comprehensive tours of the entire Cranbrook campus, including its architecture, landscape features, and sculpture.

The Collections Interpreter develops and presents tours and programs related to Cranbrook's architecture, historical collections, and history, for a variety of constituents. This may include researching new programs or tours, writing up protocols, or being responsible for the development and delivery of certain programs. Collections Interpreters are expected to demonstrate a mastery of the tour content and have excellent presentation and large group management skills.

Collections Interpreters all work on average 10 hours each week, primarily April through November. Schedules vary and require weekend assignments and occasional evenings, with the majority of the tours taking place between 10am and 5pm, Tuesday through Sunday. The starting hourly pay rate is approximately \$16/hour. The position will remain open until it is filled.

The Center's Collections Interpreters should have an interest in the history of Cranbrook and a desire to share Cranbrook's story with visitors from near and far and will have a "front-line" role in shaping how Cranbrook is perceived and understood by the Center's constituents.

### **CRANBROOK CENTER FOR COLLECTIONS AND RESEARCH**

Founded in 2012, Cranbrook Center for Collections and Research centralizes Cranbrook's 115-year story and offers intellectual engagement with its collections and legacy. The Center is charged with overseeing Cranbrook's three historic house-museums, including Saarinen House, Cranbrook House, and the Frank Lloyd Wright-designed Smith House, its campus-wide collection of Cultural Properties, and the Cranbrook Archives, and providing programming and access to these buildings and collections for scholars and visitors from

around the world. For more information on the Center, visit the Center's new website at [center.cranbrook.edu](http://center.cranbrook.edu).

## **REQUIREMENTS**

- Enthusiasm for the subject and an eagerness to share that enthusiasm with learners of all ages.
- College level art history, architectural history, or other relevant courses required (a Bachelor's or Master's degree strongly preferred).
- Minimum of one year of experience teaching to a variety of ages, either formal or informal required.
- Customer service experience and the ability to positively and effectively work with the individuals and groups, with an emphasis on adult audiences.
- A valid State of Michigan driver's license with satisfactory driving record and the use of a personal automobile is required to meet tour groups at various campus destinations.
- The use of a personal cell phone is required to communicate with Center staff while conducting campus tours.

## **CRANBROOK EDUCATIONAL COMMUNITY**

The Center for Collections and Research is a part of Cranbrook Educational Community, which also includes its Schools, the Academy of Art and Art Museum, an Institute of Science, and Cranbrook House & Gardens. Located in Bloomfield Hills, Michigan, twenty miles north of downtown Detroit, Cranbrook's 319-acre campus is a National Historic Landmark that welcomes tens of thousands of public visitors each year to the Institute of Science, Art Museum, and three historic houses. Cranbrook also is home to more than 1,600 students in grades pre-K through 12 attending Cranbrook Schools and over 130 graduate Academy students.

## **APPLICATION PROCESS**

For consideration, please submit a cover letter, résumé, writing sample that provides evidence of interest in the history of architecture and art, and a completed Cranbrook Employee Application (which can be downloaded from the Employment page of our website at [cranbrook.edu](http://cranbrook.edu)) to: Cranbrook, Human Resources, P. O. Box 801, Bloomfield Hills, Michigan 48303-0801, or email [humanresources@cranbrook.edu](mailto:humanresources@cranbrook.edu). Applications will not be reviewed until all components have been received.