

# Harvard Art Museums

Fogg Museum  
Busch-Reisinger Museum  
Arthur M. Sackler Museum

## **Ho Family Student Guide Program Application, 2025–2026**

### **Division of Academic and Public Programs, Harvard Art Museums**

**Paid position, open to Harvard College sophomores and juniors (with the opportunity to stay on through senior year)**

**Work-study eligible**

\$17.00/hr. (work-study students encouraged to apply)

Flexible hours during the academic year, from a minimum of 2 hours/week for the weekly training meeting up to 10 hours/week (inclusive of research time), excluding Harvard breaks.

Application open to Harvard College sophomores and juniors (with the opportunity to stay on through senior year)

**Applications will be accepted until 11:59pm EDT on Sunday, July 27, 2025. Applicants who move on to the next phase of the process will be contacted for a Zoom interview. Most hiring decisions will be made in August. The anticipated start date is September 5.**

SEO Job ID 22639

### **Position Description**

Ho Family Student Guide is a paid position at the Harvard Art Museums, open to Harvard College sophomores and juniors with the opportunity to stay on through senior year. The Ho Family Student Guide Program prepares Student Guides to create and lead original, research-based tours of the museums for the public, and for other audiences by request. Taking place in person and sometimes online, the tours approach the museums via a theme of each Guide's own choosing, sample the variety and diversity of the collections, last about 40 minutes, and engage visitors in conversation. The Student Guides develop their tours independently and with the support of the Student Guide community, which has required weekly meetings during the academic year. (Typically, a Student Guide will not debut their first tour until the end of their first semester in the program, at the earliest. Some Student Guides choose to create multiple tours over their time in the program; this is welcome but not required.) Additionally, in the Fall, Student Guides teach 1-2 sessions of our free U.S. Citizenship Course, which prepares aspiring U.S. citizens for the naturalization test through special American art tours on Saturday mornings. Student Guides may also support other museum programs and develop educational and interpretive materials for social media, including Instagram (@harvardarthappens) and YouTube (@harvardartmuseums).

Students from all concentrations are encouraged to apply; **no art history, studio art, or museum experience is necessary.** (Previous Student Guides have come from a wide range of academic backgrounds, including Astrophysics, Applied Mathematics, Computer Science, Philosophy, Comparative Religion, History and Literature, History of Science, AFVS, and History of Art and Architecture.)

### **Training**

Mandatory two-hour training sessions will be held each week during the fall and spring semesters, except during reading and examination periods and Harvard breaks. (The time is TBD, usually based on a survey of Student Guide availability at the start of each semester.) The weekly meetings are held at the Harvard Art Museums and facilitated by the Manager of Student Programs. Involving the entire group (usually around 20 Student Guides), these meetings include “object workshops”—informal presentations of tour stops in progress, open for feedback—and interactive workshops on research methods and tour techniques, such as how to ask productive questions and handle strange or unexpected comments. To deepen the Student Guides’ perspectives on the museum world, the Student Guides also meet with staff from across the museums’ departments and take optional field trips to other relevant sites.

Tours are only deemed ready for the public once a Student Guide has successfully completed a full-length practice tour with members of the museums’ staff.

## **Tours**

**Student Guides sign up to give public tours that work with their schedules and are also required to lead 1-2 U.S. Citizenship Course sessions each semester.** In 2025-2026, 40-minute thematic drop-in tours for the public will occur on Saturdays and Sundays at 11am and 2pm. The U.S. Citizenship Course will meet on Saturdays at 10:30am-12:30pm, from September 27th-November 15th. There may be additional work opportunities when classes are not in session, if desired.

## **Qualifications**

- No art history, studio art, or museum experience is necessary, but an interest in art, art museums, and teaching and learning with fellow Harvard students and members of the public is essential.
- Readiness to work on projects as part of a group (constructively receiving feedback, supporting others) and independently.
- Excellent interpersonal communication skills.
- Comfort with public speaking; prior tutoring, teaching, or coaching experience is a plus
- Demonstrated community service experience is a plus
- Video production skills and/or experience developing creative content for social media is a plus.
- Must be available to attend mandatory two-hour training sessions each week during the academic year. (Training session schedule TBD; usually based on a survey of Student Guide availability at the start of each semester.)

## **Physical Requirements**

Student Guides must be able to move through the museums’ building during their training and tours, making stops in multiple locations.

## **To Apply**

Please submit the documents listed below; no cover letter required. (The SEO application portal should accept the Tour Response and Art Response together as Additional Documents/Writing Sample.)

1. Résumé or C.V. Please be sure that it indicates your graduation year, concentration or anticipated concentration, work/volunteer experience, relevant skills, and Harvard email address.

2. Tour response (500 words maximum). Please watch the “Untouched” virtual Student Guide tour with Alexis Boo ’22, about works never touched by the hand of their artist, and write a response. What did you find interesting, exciting, annoying (etc.) about it? What do you take away from it as you think ahead to the work of creating your own tour?

The virtual tour can be found here:

[https://harvard.zoom.us/rec/play/HauuIQVUGPQntmbULf4EFemoKz6A65m\\_XSN7CQfyFbYiS7PmAEnlWKIKf0ih6oPrH0PQvp6cZqyqEJFs.7nBcJ4np3g2MpiZC?continueMode=true](https://harvard.zoom.us/rec/play/HauuIQVUGPQntmbULf4EFemoKz6A65m_XSN7CQfyFbYiS7PmAEnlWKIKf0ih6oPrH0PQvp6cZqyqEJFs.7nBcJ4np3g2MpiZC?continueMode=true)

Your response will not be shared beyond the staff hiring Student Guides; it will be used for the purposes of this application only.

3. Art response (500 words maximum). Please select any work of art at the Harvard Art Museums that resonates with you, preferably one you have seen in person. Spend 10 minutes looking at it in person or in reproduction. Afterwards, write a response based on your experience (please do not do any additional research.). Please include the work’s title and object number, a description of it, an account of how it resonates with you or questions it brought up, and a theme you might want to discuss if you were to create a tour featuring this work. Themes that come out of your academic and/or personal interests are encouraged.

**The use of Artificial Intelligence (AI) at any stage of the writing process for any part of the application for this program is strictly prohibited**, not least because Student Guide tours come out of one’s academic and personal perspectives. Applications will be run through an AI detector and those found to have used AI will not be considered.

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**Apply by submitting all required materials online through the Student Employment Office (Job ID 22639).** Please note that applications will not be accepted via email.

Please contact Camran Mani (he/him), Manager of Student Programs and director of the Ho Family Student Guide Program, with any questions: [camran\\_mani@harvard.edu](mailto:camran_mani@harvard.edu).

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