

Docent

Reports to: Director of Education & Engagement

Status: Part-Time, Non-Exempt

Hours: TBD (mainly Fridays through Sundays; all week during the summer busy season)

Job Summary:

Docents share Museum exhibition content with visitors and ensure quality engagement experiences and visitor services in the Museum galleries.

Essential Responsibilities:

- Serve as exhibition interpreters to help provide visitors with a deeper understanding of Museum and exhibition content
- Manage and be able to share content of interactive educational museum spaces
- Participate in training opportunities about exhibitions and keep up to date with new content
- Guide visitors so as to help ensure the safety and security of visitors, staff, exhibitions and the facility, and help in emergency situations
- Help encourage visitor engagement with and enthusiasm for Museum content
- Other relevant duties as assigned

Minimum Qualifications:

- High School Diploma preferred
- An interest in and enthusiasm for sharing art, history, science and achievement content with visitors
- Ability to interact successfully with visitors of all ages in one-on-one and small group speaking situations
- Must exude a positive attitude and embrace the Museum's visitor service standards

Physical Requirements (ADA):

- Ability to communicate and interact verbally, both in person and over the phone
- Ability to use computers and other office equipment effectively
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects
- Ability to move independently through the Museum building
- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned
- Requires reliable transportation and the ability to travel to and from job location

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.