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.