

## **Old Coast Guard Station Volunteer Position Description**

**Title:** Gallery Docent

**Objective:** The gallery docent interprets the permanent and temporary exhibits in the museum's lower gallery. The docent leads visitors on 30-minute guided tour, which greatly enhances visitors' learning and overall experience.

### **Responsibilities:**

- Learn content of museum's permanent and temporary exhibits through training and continued reading and research (training provided, additional resources can be borrowed from OCGS).
- Develop an educational and interactive guided tour with appeal for diverse audiences (outline provided).
- Provide visitors with excellent customer service and ensure a positive educational experience.
- Ensure safety of guests and security of museum exhibits and displays in all galleries.
- Participate in occasional workshops, lectures, and seminars offered by the museum as well as independent reading and study to improve interpretation.
- Act as a mentor for docents-in-training when requested by the museum staff.
- Serve as museum ambassador in the community and to promote public interest in museum events and programs.
- Record hours of duty as directed by the Director of Programs, Education, and Volunteers.

### **Requirements:**

Candidates must be able to:

- Speak clearly and comfortably with diverse individuals in small and large groups.
- Walk and stand for extended periods.
- Develop rapport with visitors and engage them through conversation, questioning, participation, etc.
- Gauge and adapt to visitors' interests and needs (e.g. by adjusting tour length, content, style, or level to accommodate diverse visitors).
- Maintain a clean and professional appearance.

### **Scheduling:**

Docents are scheduled on a regular basis or as substitutes. Shifts are generally 3.5 hours, from 10 am-1:30 pm and 1:30-5:00 pm.

### **Supervisor:**

Docents report to the Director of Programs, Education, & Volunteers.