

## **New Americans Museum Docent Job Description**

**Job Title:** Museum Docent

**Staff Coordinator:** Volunteer Coordinator

**Objective:** To convey the New Americans Museum's mission statement-*A catalyst for celebration of America's past and promise, the Museum provides inspiring educational and cultural programs to honor our diverse immigrant experiences*-by conducting tours and other educational programs for the general public.

**Job Description:** Docents conduct guided tours of the Museum for audiences of diverse backgrounds which may include school-age children, young adults, educators, seniors, visitors with special needs, and those for whom English is not a first language. Docents will provide a brief history of the Museum, explanation of the Museum's programs, tour of the current exhibition, and state future plans and goals of the Museum.

### **Activities and Responsibilities:**

Docents complete an Introductory Training Course, study selected reading material, and accompany other docents on guided tours to gain knowledge and skills in leading groups. Docents are encouraged to commit to the full duration of an exhibition (maximum of a three [3] month period). Docents will be scheduled accordingly based on a Wednesday to Sunday schedule, with hours from 11AM to 5PM.

### **Characteristics and Experiences:**

Docents must be enthusiastic, pleasant, flexible, understanding and willing to learn. They should have an interest in working with people, especially students of all ages. Docents must have good public speaking skills and have an interest in other cultures. Experience in education or teaching can be helpful, although not required.

### **Supervision and Training:**

The Volunteer Coordinator trains and supervises. Docents must attend training workshops and selected public programs that highlight the Museum's operations, exhibitions, and educational philosophy. Training workshops include a copy of the Museum's docent handbook, a PowerPoint presentation of the Museum's history, programs, and current exhibitions.