

# West Overton Village and Museums

## Job Description: **Museum Docent (Tour Guide)**

- Reports to: Museum Manager
- Supervises: not applicable
- Non-Exempt

### **Purpose of the Job:**

This entry level museum position facilitates connections between visitors and West Overton Village by conducting tours of a historical house, museum, and grounds to diverse audiences; opens and closes museum each day and completes associated responsibilities; works in gift shop and at special events.

### **Essential Functions:**

#### Tourism and Guest Services (85%)

1. Professionally interact with museum visitors; wedding guests, staff, and planners; photographers; and any traffic through the village on a day-to-day basis to create a welcoming environment for diverse visitors. Docents are often the only point of contact between the site and the public
2. Perform guided tours of historical house, out-buildings, and grounds
3. In coordination with senior staff, lead and assist with educational programming and special events
4. Staff Museum Gift Shop
5. Light cleaning of museum spaces and West Overton grounds
6. Assist with special events outside of regular museum hours

#### Ongoing Training and Professional Development (15%)

New docents will participate in rigorous training, including guided training with senior staff, reading assignments, and peer-to-peer activities. Training sessions and evaluations will continue throughout the tour season and will include special speakers, activities, and site visits

### **Minimum Qualifications:**

1. Age 16 or older
2. Sincere and genuine interest in people of all ages and backgrounds
3. Demonstrated verbal and written communication skills
4. Excitement for learning and sharing local history
5. Ability to work patiently under pressure and as part of a team

### **Salary /Benefits:**

Salary: Part time starting rate of \$8.00.

Benefits: No benefits offered at this time.

### **To Apply:**

Candidates should submit their resume and cover letter electronically to [Jobs@westovertonvillage.org](mailto:Jobs@westovertonvillage.org). Please note position title in your subject line.