POSITION: Museum Docent at Shark Center Provincetown

LOCATION: 16 MacMillan Pier, Provincetown, MA

ORGANIZATION DESCRIPTION: The Atlantic White Shark Conservancy (AWSC), established in 2012, is a non-profit organization whose mission is to support scientific research, educate the community, improve public safety, and inspire shark conservation.

POSITION SUMMARY:
The AWSC seeks part-time Museum Docents for our new Shark Center Provincetown. Museum Docents will engage Shark Center visitors throughout the museum and assist in daily operations such as sales of merchandise and tickets. This position will require staff members to interact and educate visitors of a wide range of ages and backgrounds.

RESPONSIBILITIES:
• Provide educational information to museum visitors.
• Assist in exhibit maintenance and cleanliness.
• Service the customer on point-of-sale transactions in the museum shop.
• Restock the museum shop as needed and maintain cleanliness/organization.
• Sell museum tickets, welcome museum guests, and explain visitation policies.
• Help maintain a safe and clean environment.
• Other projects and tasks, as needed.

REQUIREMENTS:
• Willing to work weekends.
• Reliable transportation to report to assigned location as scheduled.
• Ability to be on your feet for 4-5 hours at a time.

IDEAL CANDIDATES:
• Resourceful and able to adapt quickly to changing priorities.
• Able to work independently as well as part of a team.
• Excellent communication skills.
• Experience handling money in a retail environment.
COMPENSATION: $15/hour, 12-30 hours per week

SEASON: Shark Center Provincetown is open seasonally, from Memorial Day to Columbus Day, with a varied schedule during shoulder seasons.

We understand that some seasonal workers are unavailable beyond Labor Day, and ask that you are clear with your end date availability when applying.

TO APPLY: Submit a resume and contact information for three references to abby@atlanticwhiteshark.org. The subject of your email should include “Provincetown.”

Applications will be reviewed as they are received, and the position will remain open until filled.

The Atlantic White Shark Conservancy is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key asset.