



**Title:** Docent Volunteer

**Department or Team:** Curatorial Affairs, Exhibition Operations

**Responsible to:** Exhibition Operations Manager

**Works with:** Exhibition Operations Manager, Docent Mentors, and the Public

**Description of Role:** A Docent Volunteer will assist visitors of all ages including children, teens, adults, and seniors in the Museum, especially with interactive exhibits. Docent Volunteers will also assist with other Museum programs and projects to fulfill the Museum's mission and goals.

**Duties/Responsibilities:**

- Provide guests and visitors with initial safety and administrative information and direction
- Provide interesting and entertaining information about specific exhibits and points of interest, tailoring content to age of visitors
- Engage wit and charm to enhance the guest experience
- Facilitate rich discussions that maintain visitors' interest
- Maintain compliance with all applicable safety practices, environmental regulations, and establishment policies
- Perform other related duties as assigned

**Skills/Qualifications Needed:**

- Excellent verbal communication skills with ability to facilitate conversations and stimulate visitors
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Ability to provide information that is clear, informative, and entertaining
- Excellent problem-solving skills with proven ability to improvise when unexpected problems or emergencies arise

**Desired Experience:**

- Degree in Museum Administration, Food Studies, Humanities, History, or other areas relating to the museum's specialties
- At least one year of museum experience is highly preferred

**Training:**

- Initial training and orientation will be provided, as well as additional support and training to be developed as the program grows.

**Time Commitment:**

- Docent Volunteers are expected to participate in at least four shifts per month.
- Docent Volunteers will typically be asked to commit at least 4 hours per shift.

- Docent Volunteers work during normal business hours during the weekday and/or weekends.
- Docent Volunteers must be 16 years of age or older.
- Docent Volunteers may commit to helping as much as they are able to by registering for as many or as few shifts from those which are advertised in the MOFAD Volunteer Portal