



# Abbe Museum

INSPIRING NEW LEARNING ABOUT THE WABANAKI NATIONS WITH EVERY VISIT

**Job Title:** Museum Docent

**Job Description:**

- Conduct guided tours to tour groups ranging in size from 10-50 people to a variety of audiences such as visiting foreign nationals, cruise ship groups, student groups, adult learners, and visitors with special needs to name a few.
- Roam the exhibit galleries and provide roving interpretation to visitors while being available to answer visitor questions.
- Demonstrating interactive portions of current exhibits or demo cart.
- Offer information on upcoming programs, special events, exhibits, and educational programs.
- Conduct smudge and finger print patrol during slow periods in the Museum.

**Responsibilities:**

- Attend initial volunteer training.
- Attend all briefings meetings before the opening of a new exhibit.
- Minimum commitment of a half day shift three days a month.
  - AM shift: 10:00am-1:00pm
  - PM shift: 1:00pm-4:00pm
- Find coverage for your shift if you are unable to make your shift due to illness or family emergencies.
- Stay current on the program offerings coming up at the Museum.
- Attend Museum public programs (encouraged but not required).

**Characteristics and Experience:**

- Previous public speaking experience.
- Comfortable speaking to large groups.
- Warm and welcoming personality.
- Enthusiasm to learn new things.
- Commitment to upholding the principles and ethics of the Museum.
- Interest in working with people of all ages and nationalities.
- Flexible.
- Ability and willingness to repeat the same information over and over.

**Supervision and Trainings:**

- Volunteer Coordinator and Abbe Museum will provide training and handbook.
- Volunteer Coordinator will conduct Briefings one month before the opening of a new exhibit.
- Abbe Museum staff will be available to answer docent questions.