



**Title:** Museum Docent  
**Responsible to:** Operations Manager  
**Location:** The Moravian Historical Society (MHS)  
**Hours:** Part-time as scheduled  
**Rate:** Starting salary \$9 per hour  
**Benefits:** No health insurance  
No paid vacation or sick time

**Responsibilities:**

- Adheres to the following American Association of Museum Volunteers (AAMV) standards for museum volunteers, stating that a museum volunteer:
  - Understands and supports the purpose, structure, and policies of the museum;
  - Makes his or her special skills or experience available to the museum;
  - Conducts himself or herself in accordance with the standards of conduct and ethics of the museum;
  - Completes any orientation, training course, or continuing education required;
  - Endeavors to be flexible in accepting assignments;
  - Performs assigned responsibilities willingly and courteously to the best of his or her ability;
  - Accepts the guidance of the his or her supervisor or manager;
  - Complies with the time and dress requirements of the museum;
  - Obeys all security and safety rules of the museum;
  - Respects the confidentiality of sensitive proprietary information;
  - Provides timely notification to his or her supervisor of absence or resignation;
  - Serves as a goodwill ambassador for the museum to the community.
  
- Opens and closes museum on scheduled days; includes unlocking doors, turning alarm off, turning lights and equipment on to open; turning lights and equipment off, locking doors, turning on alarm to close.
- Greets and counts visitors, collects admission fees, explains process for self-guided tours, accompanies directed tours and answers questions.
- Protects the safety and security of artifacts, exhibits, and visitors by keeping a close watch on visitors and responding to any emergencies or alarms as outlined in the Docent Handbook.
- Answers phone calls and takes messages.
- Takes in mail and packages.
- Sells from the Museum Shop.

- Promotes the museum and Society mission.
- Performs other duties as directed, as time permits.
- Assists with special events, programs, and tours as needed and available.
- Works with volunteers as scheduled.
- Any additional duties as assigned by the staff.

**Qualifications:**

Interest in history and subjects represented in this museum; ability to learn the procedures and practices of the museum and to work with minimal supervision; completion of the training course for docents; ability to work with the public, volunteers, staff, visitors, and researchers.

Ability to operate office equipment such as computer, copier and credit card processing.

Physical ability to lift 25 pounds and to climb stairs within facility.