

5/26/2018

Volunteer Job Description

Title of Position: Volunteer Docent/Museum Interpreter

Supervised by: Sheena Fulkerson (schedules), Jamie Credle (trains)

Purpose of Job: To provide a welcoming, hospitable environment and a rewarding learning experience to museum visitors through guided tours.

DUTIES INCLUDE:

1. Conducting museum tours of approximately 30 minutes in length. Be comfortable speaking to small and large groups of people of all ages.
2. May be called upon to conduct occasional tours of museum and facilities for VIP's, special visiting groups, etc.
3. Greet and welcome tour groups at the beginning of each tour and provide a friendly presents throughout.
4. Act as museum security and collections preserver while conducting tours of the museum. Reinforce museum rules to visitors. Report any changes in the museum environment to museum staff.
5. Deal skillfully with a diversity of visitors under a variety of circumstances.
6. On occasion, assist with special events and programs.
7. Inform the supervisor immediately when it becomes apparent that you cannot meet your work responsibilities, i.e. illness.
8. Adhere to museum procedures and policies as well as **“Davenport House Museum Expectations.”**

QUALIFICATIONS:

- ◇ 16 years of age or older.
- ◇ Commitment to learning the tour materials as put forth in training.
- ◇ Enjoy interacting and comfortable meeting people.
- ◇ Personable, outgoing.
- ◇ Reliable, responsible.
- ◇ Capable of learning new material and willing to spend the time to learning museum interpretation.
- ◇ Able to work independently.
- ◇ Able to adapt tour materials to the audience.
- ◇ Attend training.
- ◇ Able to accept supervision.
- ◇ Able to speak comfortably before groups of people.
- ◇ Physically able to lead tours.
- ◇ Enthusiastic, flexible.

TRAINING PROVIDED:

- ◇ Orientation to the site.
- ◇ Content session.
- ◇ Communication session.
- ◇ Review as Safety and Security procedures.
- ◇ Docent manual.
- ◇ Updates in newsletter.
- ◇ Field Trips, fees are sometimes incurred.
- ◇ 4 times yearly docent meetings/continuing education

REQUIREMENTS:

- Ability to ascend and descend 35 steps on each tour (approximately 3 tours per shift).
- Assist guests in maneuvering throughout each of the exhibition rooms.
- Identify, point out and explain artifacts on exhibit.
- Speak in a clear and audible voice.
- Hear directions made by staff and asked by visitors.
- Ability to assist and lead guests in proper evacuation procedures in case of emergency.

Location:

Davenport House Museum, 324 East State Street, Savannah, GA 31401

Benefits:

- ◇ Training and training materials.
- ◇ Sharing the Davenport House with others.
- ◇ Meeting people from around the United States and the world.
- ◇ Camaraderie with museum staff and volunteers.
- ◇ Discount in the museum shop.
- ◇ Monthly newsletter.