

**Saturday Hopewell Museum Docent Job Description**

**Through December 15, 2019**

The Hopewell Museum is looking for an energetic, outgoing, and motivated individual to assist on Saturdays from 12-5 PM as a docent, with the potential for some Sunday and weekday hours as necessary. This position is through December, with the possibility of renewal based on funding. This position is great for a recently retired person, a responsible college student looking for experience in the museum profession, or other individuals that have flexible schedules and an interest in sharing the history and culture of the community with visitors. **This is a non-exempt position and pays $12 an hour.**

**Duties and expectations:**

* Warmly greet all visitors to the Museum
* Provide a brief introduction to the permanent and temporary exhibits
* Occasionally provide a more guided experience for an exhibit if requested
* Make your best effort to find information and/or provide assistance to guests’ questions or needs
* Monitor gallery spaces – ensuring that no food or drink is allowed in the gallery spaces and monitoring objects on display
* Monitoring the Vault Museum Store, restocking or pricing items as needed, making sure that it is neat and organized at the beginning and end of your shift
* Conduct sales transactions, including admission fees, gift shop sales, and membership fees. The docent should be comfortable with using a debit/credit card machine
* Answer the phone and provide the same type of customer service experience as you would for someone in person
* Perform all opening and closing duties for the Museum, including arming and disarming the alarm system, unlocking the main entrance, turning on and off all gallery lights, etc.
* Tidy and clean the Learning Center as needed
* Assist the director with light administrative duties as needed, such as filing, printing, mailings, and typing
* Occasionally assist with special events and programming

**Qualifications and requirements:**

* Ability to interact with guests of all ages
* A commitment to providing quality customer service
* Comfortable using technology or a willingness to learn
* Reliable transportation to and from work
* An interest in and/or willingness to learn and share the history of Paris and Bourbon County with guests
* Flexible schedule

**Please submit a letter of interest and brief resume to** [**director@hopewellmuseum.org**](mailto:director@hopewellmuseum.org) **before July 16.**

**The successful applicant will be required to submit to a criminal background check.**