

Job Description – Docent/Gallery Host

JOB TITLE: Docent / Gallery Host	CLASSIFICATION : Hourly	DEPARTMENT: Administration
SUPERVISES: None	REPORTS TO: Education	REPORTS TO: Education
LOCATION: Museum of South Texas History	WORK HOURS: Part-Time	PERFORMANCE REVIEW: Annual
BASE SALARY: \$9	DATE WRITTEN: 01/05/2023	APPROVED BY: CEO

PURPOSE: The museum seeks a person responsible for providing visitors with exceptional visitor experiences. They support the mission of the museum by leading tours, conducting hands-on activities and workshops, and doing outreach programs.

RESPONSIBILITIES:

Primary Duties as described:

Docent

- Interpretation and Storytelling for children and adult tours.
- Community engagement through outreaches, activities, storytelling, and performing.

Gallery Host

- Preserve the safety of the exhibits.
- Answer questions concerning the museum and store.
- Responsible for explaining and enforcing the rules of the museum.

Secondary Duties as needed:

Admissions/Store Cashier

- Greet all visitors in a friendly manner.
- Register transactions in our POS software system.
- Offer “FRIENDSHIPS” to guests.

Research & Project

- Assist in arranging, describing, and otherwise processing collections, as assigned by the Archivist, according to local and professional standards.

Note: The responsibilities described in the job description reflect the principal functions of the position and may not be construed as a complete description of the requirements that may be inherent in the position, or as an employee of the museum.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Excellent communication skills, both verbal and written.
- Ability to speak in front of tour groups of 10-25 people or more.
- Good organizational skills; and self-motivation.
- Friendly and outgoing personality.
- Well-groomed professional appearance.
- Ability to establish and maintain positive and effective working relationships and to work with others in team situations.
- Bilingual (Spanish and English) is required.
- Uphold Museum’s policy and procedures.
- Strong knowledge of Microsoft Office Suite.

Please send letter of interest and resume to David Mendiola at dmendiola@mosthistory.org