



## Museum Docent

The Moravian Historical Society Museum Docent welcomes visitors to the museum and assists with public programs and events. The Museum is open to the public seven days/week from 1:00–4:00 pm. The Museum Docent has three key areas of responsibility: 1) provide a welcoming atmosphere and serve as ambassadors for the organization as the museum's first contact with the public, 2) serve as interpreters of the museum's exhibitions, helping to give the visitor a deeper understanding and appreciation of the collection, and 3) assist in preserving the collections by providing security in exhibition areas. The successful candidate will have a passion for history and enjoy working in the nonprofit museum field. Docents are required to be available for at least one weekend shift and commit to at least one weekday shift during training.

### About the Moravian Historical Society

The Moravian Historical Society is a nonprofit museum and historic site that celebrates the rich culture of the Moravians. MHS maintains the 1740-1743 Whitefield House and the 1740 Gray Cottage, the oldest Moravian structure in North America. Recognized broadly for its significant collection and historically important 18th century site and buildings, MHS shares this history through educational programs, guided tours, engaging museum exhibits, and public events.

### Key Responsibilities:

- Adhere to the MHS Docent Manual, including understanding and supporting the mission and policies of the museum.
- Successful completion of the Museum Docent training course, including the successful completion of a museum tour.
- Open and close the museum on scheduled days, including unlocking and locking doors and disarming and arming the security system.
- Greet and count visitors, collect admission fees, lead guided tours, and answer questions.
- Protect 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 Manual.
- Operate the cash register and handle sales in the Museum Shop.
- Assists with special events, programs, and tours as needed and available.
- Works with volunteers as scheduled.
- Mandatory attendance at certain designated events during the year.
- 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
- Successful 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.
- Must be available to work on occasional weekends as scheduled
- Must be available for weekday shifts (from 1:00 - 4:00 p.m.) during the training period.

**The ideal candidate will have:**

1. A sincere and genuine interest in people of all ages.
2. A love for and excitement about learning and teaching.
3. Attention to detail and accuracy.
4. A sense of flexibility and cooperation.
5. An attitude of tolerance and respect for all people's points of view.
6. The ability to provide an interactive museum experience that is responsive to the audience's interests and needs.

**Special Consideration**

The Museum is located in an historic 3 story building without air conditioning or an elevator. Various museum-related tasks including lifting moderate weights and working outside during events are required.

**Reports to:** Executive Director  
**Status:** Part Time, non exempt  
**Compensation:** \$10.50 per hour with no benefits  
**Schedule:** Docent shift is daily 1:00–4:00 pm as needed, including weekends; occasional evening hours are required for special events