

VOLUNTEER JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE: Living History Volunteer Docent

DIRECT SUPPORTS: Senior Living History Interpreter

DEPARTMENT: Education

DIRECTLY SUPPORTS: Living History Interpreters

VOLUNTEER JOB SUMMARY

Living History Docents are entry-level interpreters who engage with visitors and interpret the lives of the historical late 19th and early 20th century people of the High Desert at the ranch or in the Spirit of the West gallery. Docents will research different aspects of the 1904 ranch and scenes in the Spirit of the West gallery to interact with visitors based on the visitors' motivations. Docents will also support staff with set-up, clean-up, and overall safety.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

| | |
|-----|---|
| 75% | Onsite Interpretation <ul style="list-style-type: none">• Welcome general visitors and communicate options they have for their visit.• Share and discuss the story of the exhibit space with visitors and respond to questions.• Support the living history staff by engaging visitors at the 1904 ranch.• Using inclusive language for a wide, diverse museum audience |
| 20% | Research/Training <ul style="list-style-type: none">• Read relevant High Desert publications and training materials to aid development of knowledge about the High Desert sites and their history.• Follow direction of the Senior Living History Interpreter regarding the content and structure of interpretive spaces, modifying content when interpretation information changes.• Ask for guidance of staff interpreters when needed.• Attend and participate in trainings. |
| 5% | Additional Duties <ul style="list-style-type: none">• Computer use and tracking hours in the galaxy system• Contribute to and support the Museum's DEAI initiatives• Assist with museum-wide events, such as Free Days, fundraising gala, etc.• Other duties as assigned |

QUALIFICATIONS

EDUCATION/ CERTIFICATION S

- N/A

EXPERIENCE

- No experience necessary
- Some customer service experience preferred

SKILLS/ ABILITIES

- Willingness to talk with visitors
- Self-sufficient
- The position is public facing and involves public speaking.

PHYSICAL ELEMENTS

- This position involves extended periods of sitting or standing in outdoor and indoor exhibit spaces.

EQUIPMENT
USE

- Computer use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above volunteer job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date