

JOB DESCRIPTION

DUP MCQUARRIE MEMORIAL MUSEUM

Title: Core Docent

Purpose: The primary focus of this volunteer position is to be a specially trained Docent at the Museum. Greet patrons, offer guided tours, provide histories and interesting stories about the collection and Museum. Conduct the sales transactions for the Gift Shoppe and History Orders. Act as primary resource to other Camp Docents on the shift for information and assistance.

Reports to: Board Docent Director

Relevant Skills:

- Physical ability to stand for a period of time, walk around the Museum, climb a flight of stairs.
- Present a friendly smile and inviting personality.
- Knowledgeable about the history of the Museum, main items in the collection and basic Washington County Pioneer History.
- Able to fill out a sales receipt form and have basic math skills.
- Have basic phone skills, taking messages.
- Training available for some skill requirements provided

Key Responsibilities:

- Enthusiastically greet patrons with a friendly smile and inviting personality.
- Knowledgeable about the history of the Museum, main items in the collection and basic Washington County Pioneer History.
- Able to accurately fill out a sales receipt and manage the monetary transaction for Gift Shoppe items and History Orders using the Cash Register.
- Ensure the safety of the Museum, Collection and patrons while on shift.
- Knowledgeable of the Emergency Preparedness Policy of the Museum.
- Assist patrons with basic research of the collection for History Orders.
- Knowledgeable of the Collection Donation process and able to handle donation requests.
- Manage processes of the Gift Shoppe to include donations, pricing and inventory.
- Able to perform certain Collection Care activities as needed.

Time Commitment: 4 hours a shift for a committed schedule and a pre-determine length of time (i.e 6 months or a year). Additional time to attend meetings and training sessions. Total time about 20-24 hours per month.

Location: DUP McQuarrie Memorial Museum, 145 N. 100 E., St. George