

2021 Ephraim Historical Foundation Seasonal Docents



Job Title: Seasonal Docent

Type: Part-Time

Wage: \$13.50/hour

Reports to: Director of Operations

2021 Season: June 1 – October 16, 9:45am – 4:15pm Tuesday through Saturday.

Job summary: Docents serve as interpreters of the museums and exhibits and educate visitors on the history and culture of the village of Ephraim. Docents are also frequently the first contact that visitors encounter and represent the Ephraim Historical Foundation to visitors. This encounter will set the tone for a guest's experience. In addition to the role of interpreter and ambassador, Docents help to maintain and clean the exhibition areas and other public areas as needed and assist staff with office work and archival work as needed.

Responsibilities of the seasonal Docents include the following:

- Being an ambassador of the Ephraim Historical Foundation (EHF) to the public and sharing with them the history, heritage, culture, and identity of the Village of Ephraim and its people.
- Developing a strong working knowledge of all of the Ephraim Historical Foundation's museums and Svalhus Research Library.
- Being familiar with the material in the Docent Handbook, including operational information and general history of both the EHF and the village of Ephraim.
- Greeting visitors and informing them about the museums, exhibits, and upcoming events and programs.
- Presenting entertaining and educational interpretations of the museums to the public in an engaging manner.
- Informing visitors about the Ephraim Historical Foundation's Membership program.
- Giving informed and accurate answers to visitors' questions and directing them to the correct source if the answer is not known.
- Selling merchandise, including books, apparel, gifts, and candy.
- Restocking merchandise and candy on the shelves as needed.
- Maintaining the cash box and keeping accurate records of attendance, sales, and donations.
- Completing daily light housekeeping, including:
 - Tidying up museum
 - Cleaning the glass on display cases
 - Dusting with hand duster as needed
 - Sweeping as needed
 - Picking up trash and taking out garbage as needed
- Notifying staff if merchandise, literature, or other supplies need restocking.
- Notifying staff of any museum needs.
- Helping with archival and office projects as needed and as visitors allow.
- Notifying staff of visitors to the administrative offices.