

## **WYANDOTTE MUSEUM DOCENT (VOLUNTEER)**

**General Statement & Position Description:** The Wyandotte Museums are looking for volunteers to lead tours at the historic Ford–MacNichol Home. Tours at the Wyandotte Museum take place Thursday - Sunday from 12:00 pm to 4:00 pm; April through December. The volunteer docent will conduct tours for both groups and individuals. The volunteer will need to have an interest in history, and be willing to learn general Wyandotte history. For more information on the Wyandotte Museums tours and events please visit [www.wyandotte.net](http://www.wyandotte.net).

### **Role:**

- Leading tours through the museum.
- Relaying interpretive material in an effective and interesting manner to all visitors

### **Responsibilities:**

- Conduct tours of the Ford-MacNichol Home for groups and individuals.
- Communicate with various age and ethnic groups.
- Ready the building for tours, i.e., be sure all barriers are in place, displays are ready, lights on, etc.
- Ensure the safety of the artifacts and objects in the Museum by monitoring visitor activity while in and around the building.
- Familiarity with Museum and artifacts to monitor possible theft or misplacement.
- Tour hours (*12:00 pm to 4:00 pm Thursday–Sunday, April through December*), are scheduled in advance. Weekend work will be required.
- Must be able to familiarize oneself with the history of the city of Wyandotte, and the Ford-MacNichol Home, and thus be able to answer basic questions pertaining to this.
- Ability to read supplied materials on Wyandotte history and deliver that information to the public.
- Position requires ability to climb up and down stairs.
- Must be optimistic and congenial.
- Performs other duties as assigned.

**Qualifications and Personal Traits:** Must be able to read historic material in the form of manuals and be able to effectively communicate that information verbally and relate to audiences of various ages, backgrounds, etc. Also, must have an amiable and pleasant disposition. He/she will be expected to maintain a positive and effective working relationship with staff and other volunteers, and act as an ambassador for the Museum amongst our residents. This position requires good physical condition as one is required to go up and down stairs with frequency.

**Time Commitment:** Docents are expected to be available for two 4-hour shifts per month for the whole of the tour season (hours above).

**Training, Orientation, and Supervision:** Museum staff will schedule, supervise and support the docents. Tours will first be modeled by staff for docents; docents will not lead a tour on their own until they are comfortable. The docent will receive a copy of the Interpretive Manual as well as any notes on temporary exhibitions.