

ORANGE COUNTY REGIONAL HISTORY CENTER

History Center Docent

The Docent for The Orange County Regional History Center supports the Education Department activities and staff in achieving established organizational goals. This position is responsible for successfully supporting the full range of activities required to expand and strengthen The History Center's Educational outreach. Docents are ambassadors of the museum and its mission. They are colleagues of the museum staff. Docents are agents of education and community service.

REPORTS TO: Amanda Parish, School Services Coordinator

DUTIES AND RESPONSIBILITIES:

Guide groups on a 2-hour tour thru galleries telling the stories of the past to enlighten, uplift and inspire the present to build a better future

Preserve the rich history and cultural heritage of Central Florida

Follow tour philosophy, tour logistics, and methodologies

Respect the unique needs of schools, educators and students

Commit to touring 2-3 times per month

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS:

Minimum Age 18 years with High School Diploma

Great oral communication skills

Ability to prioritize

Excellent customer service skills

Previous experience with children helpful, but not required

The above description and qualifications are not all-inclusive and represents a majority of the key responsibilities of this position. Other duties may be assigned in the course of the tour schedule as required to fulfill the directives of the Education Department and strategic plan or as designated by executive staff. Work environment is primarily in the exhibits of the museum.

*Final Candidates must pass a background check, must live and be able to work in the United States.

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www.thehistorycenter.org