

DOCENT – POSITION DESCRIPTION

- Reports To: Director of Education & Special Projects
- Through: Manager of Volunteer Engagement
- Department: Education
- Department Director: Director of Education & Special Projects
- Division Lead: Chief Public Experience Officer

Position Summary

Museum Docents are both teachers and learners. Docents create the social and educative environment in which Museum teaching and learning take place. Docents work in the galleries and classrooms conducting museum-based lessons and integrating tour themes with exhibition content, and some choose to work with all ages, while others prefer working with just adults or with students.

Essential Responsibilities

Essential duties include the following. Other duties may be assigned.

Conduct guided tours to tour groups ranging in size from 10 - 20 people to a variety of audiences such as visiting national and international guests, tour bus groups, student groups, adult learners, and visitors with special needs, to name a few. Provide roving interpretation to visitors while being available to answer visitor questions. Demonstrate interactive portions of current exhibits or demo cart. Offer information on upcoming programs, special events, exhibits, and educational programs.

- Minimum commitment of at least 2 shifts per month.
- Morning shifts are especially needed between 9:30 a.m. – 12:30 p.m.
- Afternoon shifts are often scheduled between 1:00 – 4:00 p.m.
- If not already, volunteers must become a Museum members. Annual memberships begin at just \$40.

Skills/Qualifications

- Attend all sessions and briefings with each new exhibition opening
- Previous public speaking experience and comfort speaking to large groups
- Warm and welcoming personality
- Enthusiasm to learn new things
- Interest in working with people of all ages and nationalities
- Flexible to change
- Ability and willingness to repeat the same information so that all students share similar experiences and so that teachers can follow-up in their classrooms after their Museum visits
- Stay current on the program offerings at the Museum

- A desire and aptitude toward teaching
- Interest in cognition and learning
- Excellent organization and communication skills

Mission Statement

The National Cowboy & Western Heritage Museum preserves and interprets the evolving history and cultures of the American West for the education & enrichment of its diverse audiences of both adults and children.

About the National Cowboy & Western Heritage Museum

The National Cowboy & Western Heritage Museum is a 501(c) (3) non-profit organization accredited by the American Alliance of Museums (AAM). Home to one of the nation's foremost collections dedicated to historic and contemporary Western and American Indian art and material culture, the Museum has served the public since its opening in 1965. The Museum Campus is situated on over 30 acres atop the Persimmon Hill District in rapidly growing and affordable Oklahoma City, the state's capital and largest city. It includes the main 228,000 square foot building housing multiple galleries and interpretive areas, the Donald C. & Elizabeth M. Dickinson Research Library and Archive, and the Sam Noble Special Event Center, in addition to outdoor sculpture gardens, event grounds, and ample parking. This iconic cultural and educational institution has seen over 12 million visitors from across the nation and globe over its first half-century of operation and remains one of Oklahoma's and the region's primary tourist destinations. Entering its next half-century, the Museum now embarks upon an ambitious multi-year plan to establish itself as the preeminent cultural and educational institution dedicated to the American West and its place within the broader national identity and culture. The National Cowboy & Western Heritage Museum is located only six miles northeast of downtown Oklahoma City in the Adventure District at the junction of Interstates 44 and 35, the state's exciting Adventure Road corridor. For more information, visit www.nationalcowboymuseum.org.