

Cyrus Dallin Art Museum Docent Manager

The Cyrus Dallin Art Museum is seeking a part time Docent Manager to oversee the management of the Museum's docent program, which is presently comprised of approximately four volunteer tour guides. Duties include recruiting, training, scheduling, and continued education. The Coordinator will model best practices in tour facilitation and develop strong working relationships with docents with the goal of sustaining and growing a high-quality, visitor-centered docent program.

Responsibilities

- Develop creative recruitment strategies for growing and diversifying the Museum's docent program.
- Assess and make recommendations to strengthen docent training methods and materials.
- Manage docent onboarding and training.
- Coordinate docent scheduling to ensure adequate coverage when the Museum is open.
- Instruct docents on the use of technology for accepting admissions and gift shop sales.
- Tally and report admissions and sales on a monthly basis.
- If possible, work one, two-hour docent shift on weekends.
- Monitor upkeep and appearance of the galleries and gift shop, and report facility issues to the director.
- Assist with the promotion of the Museum's tour program via social media, newsletter articles, and outreach to organizations and tour companies.
- Work with Museum Director to maintain and improve quality of tours through reflective practices and evaluation strategies.
- Assist Director of Outreach and Engagement with staffing needs for special tours.
- Assist with the development of special content-focused tours and other programming as needed.

Qualifications

- Experience leading tours and working with volunteers in a museum or other cultural or educational environment.
- Direct volunteer management experience is a plus.
- Background in art or history preferred.
- Excellent verbal, written, and interpersonal communication skills.
- Must be able to set goals, collaborate, advise, supervise, and motivate others.

Hours & Compensation: 5 hrs/week; \$15/hr

HOW TO APPLY: Send a cover letter and resume to Director/Curator Heather Leavell at hleavell@dallin.org by June 11, 2021.