



## 2022 SEASONAL DOCENT

Wilson Museum Seasonal Docents work under the direction of the Executive Director and are supervised by the Education Coordinator. As a public-facing role, docents welcome visitors to campus, introduce them to the exhibits in the museum's galleries, and share information about the museum and the town of Castine. Docents may greet visitors to the main gallery or the Perkins Gallery. Docents staffing the Perkins Gallery oversee the museum's store and should be comfortable making sales and using technology such as an iPad. This is an hourly (non-exempt) part-time position. Hourly wage ranges from \$13.50 to \$17.00 depending on experience and responsibility. To apply, please complete the attached application and return to [info@wilsonmuseum.org](mailto:info@wilsonmuseum.org) or PO Box 196, Castine, ME 04421.

### Duties and Objectives

Docents:

- Establish a friendly environment welcoming diverse audiences
- Oversee the exhibits and uphold museum policies and procedures
- Authentically share information about the museum and the town of Castine
- Collaborate with teammates and the Wilson Museum staff
- Prepare and maintain the facilities for visitors with light cleaning
- Occasionally assist with tours, activities for young visitors, and special events

### Qualifications

A qualified docent demonstrates a passion for engaging with individuals and families and possess a lively intellectual curiosity for the diverse natural and cultural objects of the Museum's collection, i.e. New England coastal life and history, world ethnography, celebrating cultural diversity.

### Professional Expectations

- Strong communication skills for diverse audiences
- Ability to interact with the public in a kind and professional manner
- Collaborative skills as a team member
- Willingness to learn

### Training Requirements

Training will be provided prior to the start date as well as on the job.

### Time Commitment

The Wilson Museum's open season runs from May 27 to September 30 with flexible start and end dates available. A typical full shift runs from 9:15 a.m. to 5:15 p.m. with a half-hour break for lunch. Variations on this shift schedule, such as a half-day shifts, are possible. While there is flexibility, the Museum staff creates a standard weekly schedule so employees have consistency in their schedules.

### Comments

The Wilson Museum may add to, modify or change this job description at any time, in consultation with the employee. The Museum is an equal opportunity employer.

# Wilson Museum

## APPLICATION FOR 2022 SEASONAL DOCENT POSITION

As an Equal Opportunity Employer, The Wilson Museum does not discriminate in employment on the basis of race, color, sex, sexual orientation, physical or mental disability, religion, age, ancestry, national origin, whistleblowing activity, veteran's status or any other legally protected status.

<b>PERSONAL INFORMATION</b>				
Last Name	First Name	MI	Primary Phone	
Address			Alternate Phone	
City	State	Zip	Email	
<input type="checkbox"/> YES <input type="checkbox"/> NO    Are you legally eligible to work in the United States?				
<input type="checkbox"/> YES <input type="checkbox"/> NO    Have you ever been convicted of a felony? If yes, please explain:				
Available start date:				

<b>EDUCATION</b>			
Educational, vocational, military, or any other training.			
SCHOOL	LOCATION	DID YOU GRADUATE?	DEGREE/PROGRAM OF STUDY
High School	City/State	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University	City/State	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School	City/State	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Military Training/Other Training	City/State	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>REFERENCES</b>		
Please provide three professional references.		
Name	Relationship	Company
Email		Phone
Name	Relationship	Company
Email		Phone
Name	Relationship	Company
Email		Phone

<b>EMPLOYMENT HISTORY (most recent or most relevant to position)</b>	
Employer	Dates Employed From _____ To _____
Address	
City	State                      Zip
Type of work/duties	
Employer	Dates Employed From _____ To _____
Address	
City	State                      Zip
Type of work/duties	
Employer	Dates Employed From _____ To _____
Address	
City	State                      Zip
Type of work/duties	
Employer	Dates Employed From _____ To _____
Address	
City	State                      Zip
Type of work/duties	

<b>APPLICANT CERTIFICATION</b>	
<p>I certify that I have provided truthful and complete responses to all inquiries in my application. I understand that any misrepresentation, falsification, or omission may result in the withdrawal of an offer of employment or, if employed, in my immediate termination.</p> <p>I authorize the Wilson Museum to contact the references provided. I release any entity which provides information to the Wilson Museum from liability for any damage or injury that may result from furnishing such information to the Wilson Museum. I authorize the Wilson Museum to verify all information set forth in my application and received during the application process by any and all other means authorized or permitted by law, including but not limited to criminal checks and driver's license checks.</p> <p>I understand that any employment is on an at-will basis. I understand that if I accept employment I may terminate employment at any time and may be terminated at any time, with or without cause, and that I have no express or implied contract for continued employment.</p>	
_____	_____
APPLICANT SIGNATURE	DATE