



**Position Description:** Docent at the Somesville Museum & Gardens  
**Effective Date:** Seasonal part-time, June 29- September 2, 2019  
**Hours:** Open daily 10 am – 4 pm, this is a shared position (3-4 days/week)  
**Reports to:** Administrative Coordinator  
**Compensation:** To be negotiated

The Mount Desert Island Historical Society fosters meaningful engagement with the histories of MDI. We are hiring seasonal summer staff to work part-time (3-4 days/week) as a Docent at the Somesville Museum and Gardens. The Docent greets visitors and interprets the Somesville Museum, Selectmen's Building, and gardens. Also, the Docent opens, closes, and works as needed to maintain the buildings and grounds.

#### **Duties & Responsibilities:**

- Greet visitors in a cheerful and engaging manner that makes them feel welcome and at ease. Let visitors know that entry to the museum is by donation.
- Record the number of visitors each day and encourage them to sign the guestbook.
- Provide accurate and knowledgeable guidance to the exhibits in the Somesville Museum, Selectmen's Building, and to the gardens.
- Give helpful and knowledgeable advice and directions to tourists.
- Collect donations and conduct sales transactions for books, cards, t-shirts, and other materials that are for sale.
- Keep inventory in the museum shop.
- Provide routine facility cleaning and maintenance.
- Communicate and offer assistance with the gardeners as needed.
- Report any problems with the Wi-Fi and webcam service at the Somesville Campus.
- Perform other related duties as required.

#### **Qualifications:**

- High School degree or equivalent experience.
- Demonstrate interest in history, particularly the history of Mount Desert Island.
- Articulate, friendly, and personable.
- Strong interpersonal skills and the ability to function well independently and in a team environment.
- Proven reliability in showing up to work on time, a means of reliable transportation, and a history of working with minimal absences.
- Understanding and appreciation of the mission of the Mount Desert Island Historical Society.

#### **Working Conditions/Physical Effort:**

Physical surroundings are generally pleasant and comfortable with minimal exposure to injury or other hazards. Some lifting and relocation of material is required; normally seated with the freedom of movement on a regular basis. Requires walking and bending in an area that is not all handicapped accessible.

**To Apply:** Send a resume to Leah Lucey at [leah.lucey@mdihistory.org](mailto:leah.lucey@mdihistory.org) to request an interview.