

Job Title: Docent/Educator
Location: Bennington Museum
Reports to: Director of Public Programming
Compensation: \$10.50/hour
Category: per diem, seasonal

Bennington Museum in Bennington, Vermont is southern Vermont's oldest and largest collecting institution and strives to showcase and model the creativity of Vermont in all its forms. We are seeking enthusiastic life-long learners to present educational tours and programs to school groups and to adult tour groups. The ideal candidates will have experience working with children and a passion for sharing knowledge with people of all ages.

Job Summary: Lead educational tours and facilitate programs for school groups and adult tour groups.

Application Instructions: Email cover letter, resume, and names and contact information for three professional references to hr@benningtonmuseum.org.

Schedule:

The Docent/Educator position enjoys a great deal of flexibility and depends on the school group and bus tour schedules. Busiest times are August through October and April through June, when hours range from 5 to 20 per week.

Essential Duties and Responsibilities:

- Greet and orient adult bus tours
- Provide guided tours of the museum to adult bus tours
- Provide "step-on" tours (includes being on the bus and walking) of historic and significant sites in Bennington and the surrounding area to adult tour groups
- Teach educational art, history, math, and science-based programs to school, scout, and other groups, pre-school through grade 12 in the galleries and educational spaces in the museum
- Travel to schools, libraries, and other locations to present educational programs
- Assist with materials preparation and clean up relevant to programs and tours
- Assist with activities for the general public during Community Days and other museum events
- Provide tours of the galleries to the general public during high-volume times of year
- Assist Director of Public Programs with other duties as assigned

Supervisory Responsibilities: None

Expectations:

- Interact in a courteous and professional manner with all visitors, co-workers, volunteers and vendors
- Uphold the mission and goals of the Bennington Museum
- Provide exceptional customer service and engaging and accurate presentations to tour groups and all visitors
- Welcome feedback and strive to constantly improve presentations
- Abide by all policies and procedure of the Bennington Museum, including the professional code of ethics
- Maintain appropriate records and complete administrative tasks in a timely manner

Education:

Completed or working toward an undergraduate degree in Museum Education, Education, Museum Studies, Art, Art History, History or related field.

Experience:

- Teaching experience (Experience working directly with children in informal educational settings, such as afterschool programs, or summer camps is acceptable)
- Museum experience is preferred but not required

Training and Professional Development:

- Attend periodic gallery talks led by the curator and other staff in order to learn about the collection and changing and permanent exhibitions
- Participate in program-specific trainings and read background materials and lesson plans in order to learn program content
- Attend trainings led by the Director of Public Programs and other staff to learn appropriate presentation techniques, including techniques used to engage people with disabilities
- Shadow Director of Public Programs to observe the presentation of programs

Communication Skills:

This position requires exceptional public speaking skills and the ability to confidently present information to audiences of various ages and types.

Bennington Museum is an Equal Opportunity Employer.