

LOCKERLY ARBORETUM POSITION DESCRIPTION

Position Title: Rose Hill Docent

Reports to: Director of Education

Job Status: Year-round

Classification: Part-time

POSITION DESCRIPTION

Lockerly Arboretum's mission is to inspire an understanding and appreciation of horticulture, nature, and heritage. We are seeking an individual to work as part-time docent, giving guided tours of historic Rose Hill, an 1852 Greek Revival mansion on the grounds of Lockerly. Tours primarily occur on Saturdays.

Docents provide guided tours for groups and visitors to Rose Hill. Docents receive paid training in museum practices, customer service and basic instruction in the history of Rose Hill, Milledgeville, and Baldwin County.

RESPONSIBILITIES

- Greeting Visitors
- Sell admission tickets for tours
- Provide guided tours to the public
- Protect the collection and furnishings of Rose Hill while on duty
- Assist with special events

MINIMUM QUALIFICATIONS

- Interest in museums, history, education, and science
- Friendly
- Enjoy working with people
- Willingness to learn
- Ability to effectively communicate with diverse audiences
- Ability to work weekends
- Ability to work some evening events
- Ability to pass a background check

PREFERRED QUALIFICATIONS

- An advanced degree in history, museum studies, or related field
- Demonstrated experience with public speaking
- Experience and ability to work well independently and in a team environment
- Customer service experience

BENEFITS

Docents are paid \$12/hour, and generally work every other Saturday from 10:00 am - 7:00 pm March 1 - November 15. Additional hours working other Lockerly events and helping with projects are available based on interest and skills.

TO APPLY

Email a cover letter, resume, and a letter of recommendation to Lockerly Arboretum Executive Director, Jennifer Pollard - jenniferpollard@lockerly.org