

DOCENT Positions Available for our Children's Wings!

Would you like to work in a Museum?

Monmouth Museum Docent

(WonderWing & Becker Children's Wing)



Job Description: A *Monmouth Museum Docent* supports the Museum's Mission to present exhibitions in Art, History & Science to educate and entertain while providing a destination for creative expression and life-long learning. Docents achieve this by conducting guided tours, interacting with and supervising the Public, coordinating birthday parties, conducting educational programs including StarLab planetarium shows, arts & crafts and story time for audiences of diverse backgrounds which may include preschoolers, school-age children, visitors with special needs and families.

Responsibilities: Docents supervise and engage visiting groups, families and visitors of all ages by encouraging multi-sensory exploration, experimentation, and educational play on a daily basis. Docents encourage visitors to explore the Museum while providing them with the tools and knowledge for a safe, educational and enjoyable visit. Tasks may include reading stories, helping visitors use interactive exhibition elements, inviting them to take part in special MMKIDS programs, pointing out and providing explanation on exhibition elements and engaging in imaginative play with children. Docents complete an Introductory Training Course, studies selected reading material, and accompany other docents on guided tours to gain knowledge and skills in leading groups, conducting programs, presenting planetarium shows and coordinating birthday parties.

Characteristics and Experience: Docents must be enthusiastic, pleasant, flexible, understanding and willing to learn. They should have an interest in working with people, especially students of all ages. Docents must have good public speaking skills and customer service skills. Experience in supervising children, customer service, education or teaching can be helpful, although not required.

Salary: \$9.00 an hour

Hours Needed:

Friday - 5:00pm to 9:00pm

(Conducting a Planetarium Show presentation is required with position. Training Provided.)

Saturday - 9:30am to 5:00pm

(Conducting a Planetarium Show presentation is required with position. Training Provided.)

Sunday - 11:30am to 5:00pm

(Conducting a Planetarium Show presentation is required with position. Training Provided.)

Sunday Morning Birthday Parties - 9:30am to 12:00pm

Saturday Evening Birthday Parties - 4:30pm to 7:30pm

Wednesday Afternoon/Early Evening Birthday Parties - 2:30pm – 5:00pm

Plus Summertime Positions Available!

Submit your application to: **Catherine Clark** • Arts & Education Manager • cclark@monmouthmuseum.org •
Monmouth Museum, PO Box 359 Lincroft, NJ 07738

Note: Preference will be given to applicants who can work Friday Night and are willing to be trained to carry out StarLab Planetarium Shows! (Application Attached)

Submit your application to:
Catherine Clark
Arts & Education Manager
cclark@monmouthmuseum.org or
Monmouth Museum
PO Box 359
Lincroft, NJ 07738



Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

First name _____ Middle name _____ Last name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Cell Phone _____

Email Address _____

Social Security # _____ Student ID # _____

Position applied for: **Docent** Yes No **Other:** _____

How did you hear of this opening? _____

When can you start? _____

Days of the Week and Hours you are available:

Monday 9:30am to 5:00pm Yes No

Tuesday 9:30am to 5:00pm Yes No

Wednesday 9:30am to 5:00pm Yes No

Thursday 9:30am to 5:00pm Yes No

Friday 9:30am to 5:00pm Yes No

Friday 2:00pm to 9pm Yes No

Saturday 9:30am to 5:00pm Yes No

Sunday 11:30am to 5:00pm Yes No

Sunday Morning Birthday Parties (9:30am to 12:30pm) Yes No

Saturday Evening Birthday Parties (4:30pm – 7:30pm) Yes No

Wednesday Afternoon/Early Evening Birthday Parties (2:30pm – 5:00pm) Yes No

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?

(You may be required to provide documentation.) Yes No

Have you ever been convicted of a felony? (This will not necessarily affect your application.) Yes No

If yes, please describe conditions. _____

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School Name and Location

Year Major Degree

High School _____

College _____

College _____

Post-College _____

Other Training _____

Other Training _____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

Employment History (Start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Date Ended _____ Position _____

Name of Supervisor _____ Phone _____

Email _____ May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Date Ended _____ Position _____

Name of Supervisor _____ Phone _____

Email _____ May we contact? Yes No

Responsibilities _____

Signature _____ Date _____