



## SERVICE AREA DESCRIPTION EDUCATION DEPARTMENT

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**TITLE:** EVENING EVENT DOCENT

**DEPARTMENT SUPERVISOR:** Education Manager and Visitor Services Coordinator

**DESCRIPTION:** Promote the Museum's educational mission at special events by providing a welcoming environment, historic interpretation, and enforcing the Museum's policies and procedures.

**DUTIES:** Arrive 30 minutes before scheduled event; welcome special events participants; represent the Museum to Visitors; provide interpretation of the Museum. Assist in enforcing the Museum's Event Policies. Report to the Education Department representative upon arrival. Events may occur outdoors and may require standing and/or stair climbing.

**QUALIFICATIONS:**

- ◆ Tour Docent Status Required.
- ◆ Enthusiasm for history and Museum education.
- ◆ Ability to effectively interact and communicate with a variety of people.
- ◆ Dependability and flexibility.
- ◆ Willingness to follow directions.
- ◆ Ability to enforce the Museum's policies.
- ◆ Ability to stand or walk for long periods of time.

**TIME COMMITMENT:** Events as needed per month (approx 2-3)  
Two - Four hours per event  
Year-round availability  
Some late afternoons and evenings (after 5pm)

**TRAINING:** All Evening Event Docents must attend Tour Docent Training and related continuing education as needed and on the spot training as needed.

**EVALUATION:** Once per Season at the discretion of the Education Manager.

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## SERVICE AREA DESCRIPTION EDUCATION DEPARTMENT

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**TITLE:** GENERAL TOUR DOCENT

**DEPARTMENT SUPERVISOR:** Education Manager and Visitor Services Director

**DESCRIPTION:** Support the educational mission of the Museum by providing an accurate, informative, and enjoyable tour of the Museum that focuses on the life and career of Henry Flagler, the invention of Modern Florida, the building of *Whitehall*, and an overall context of the Gilded Age.

**DUTIES:** Protect and preserve the Museum by enforcing Museum policies, research and interpret the life of Henry Flagler by conducting guided tours of the Flagler Museum, and be available to answer Visitors' questions with appropriate and historically accurate information. Arrive 30 minutes before your tour.

**QUALIFICATIONS:**

- ◆ Willingness to follow directions.
- ◆ Enthusiasm for history and museum education.
- ◆ Ability to effectively interact and communicate with a wide range of Visitors.
- ◆ Dependability and flexibility.
- ◆ Ability to enforce the Museum's policies.
- ◆ Ability to stand or walk for long periods of time.

**TIME COMMITMENT:** 75 hours per year  
Days only (9am-5pm)  
Year-round availability preferred

**TRAINING:** Tour Docent Training Course. Required Reading. Continuing education sessions as required. Remain current on all visitor policies and procedures.

**EVALUATION:** Once per Season at the discretion of the Education Manager.



## SERVICE AREA DESCRIPTION EDUCATION DEPARTMENT

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**TITLE:** SCHOOL TOUR DOCENT

**DEPARTMENT SUPERVISOR:** Education Director and Visitor Services Coordinator

**DESCRIPTION:** Support the educational mission of the Museum by providing an accurate, informative, and enjoyable tour of the Museum that focuses on the life and career of Henry Flagler, the invention of Modern Florida, the building of *Whitehall*, and an overall context of the Gilded Age.

**DUTIES:** Protect and preserve the Museum by enforcing Museum policies, research and interpret the life of Henry Flagler by conducting guided tours of the Flagler Museum. Be available to answer Student Visitors' questions with appropriate and historically accurate information. Arrive 30 minutes before your tour.

**QUALIFICATIONS:**

- ◆ Tour Docent Status Required.
- ◆ Enthusiasm for history and museum education.
- ◆ Ability to effectively interact and communicate with Student Visitors (grades 4-12).
- ◆ Dependability and flexibility.
- ◆ Willingness to follow directions.
- ◆ Ability to enforce the Museum's policies.
- ◆ Ability to stand or walk for long periods of time.

**TIME COMMITMENT:** 75 hours per year  
Days only (9am-5pm)  
Year-round availability preferred

**TRAINING:** Tour Docent Training Course. Required Reading. Continuing education sessions as required. Remain current on all visitor policies and procedures.

**EVALUATION:** Once per Season at the discretion of the Education Manager.

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