

# Interpreter/Docent

**Service Summary:** Interpreters/Docents meet and greet museum visitors, supply information, and conduct tours for visitors in the Museum's galleries. Initiate interaction (i.e. conversations about artifacts) and answer questions for visitors in the museum's various galleries. Docents may also facilitate crafts or programs about topics such as archaeology, life in the southwest, and the canals.

**Supervisor:** Visitor Services Coordinator/Volunteer Coordinator

## Duties:

- Stay up to date with upcoming programs and events
- Proactively welcome guests with a smile and a friendly greeting
- Maintain a broad understanding of the Ancestral Sonoran Desert People's culture and way of life as it is currently understood
- Listen and learn from staff and Master Docents to stay up to date on current interpretations
- Conduct individual research in topics that interest you
- Facilitate interpretation for multi-generational groups (primarily elementary schools and adults)
- Utilize techniques of dialogue and inquiry, role play, and storytelling that encourages students to explore
- Assist in the development and testing of educational programs
- Maintain a tidy exhibit space and monitor artifact usage to prevent breakage; inform supervisor if exhibit elements or objects become overly worn or broken

## Available Days and Times:

- October-April:
  - Monday – Saturday Mornings/Afternoons
  - Sunday Afternoons
- May-September:
  - Tuesday - Saturday Mornings

## Required Time Commitment:

- Minimum 3-4 hours per month
- Preferred regular (bi-monthly or monthly) commitment to day and time slot (depending upon type of Interpreter/Docent position)

## Required Training:

- Orientation
- Interpreter/Docent Manual Review
- Artifact Cart Training
- Artifact Cart Shadowing



- Intro Gallery/Features – stations
- Basic Archaeology Training
- Observe a minimum of 2 tours given by experienced docents and meet with Visitor Services Coordinator before leading groups

**Required Skills:**

- Must be enthusiastic, cheerful, and willing to learn
- An interest in working with people, especially students
- Flexibility and willingness to learn new skills
- Comfortable speaking to groups of people

**Additional Helpful Skills:**

- Experience or education in history, anthropology, archaeology, and/or teaching

**Desired Impact on Museum and Visitors:**

- Advance the Museum’s mission to be a space where all members of the community feel welcomed and included
- Visitors will feel comfortable in their understanding of the geography and subject matter of the Museum
- Visitors will gain an understanding of the purpose and activities of the Museum
- Visitors will take away information about the Ancestral Sonoran Desert People’s culture, archaeology, Phoenix history, and cultural sensitivity

**Benefits to Volunteer:**

- Gain an understanding of the purpose and activities of the Museum
- Acquire new skills related to teaching, public speaking, and program facilitation
- Access to resource publications, lesson plans, exhibit guides, and background materials on the Museum and exhibitions
- Opportunities to participate in workshops and attend continuing education classes, lectures, exhibit openings, and trips
- Access to researching in the S’edav Va’aki Museum’s Research Library
- Opportunities to develop friendships with others who share similar interests
- Free admission to the Museum
- Participate in the annual Volunteer Recognition event each spring
- Discount in Museum Store

