

The Grundy Foundation Job Description

Part Time Museum Docent

Job Title: **Museum Docent**
Department: Museum
Reports To: Associate Museum Director
FLSA Status: Non-Exempt
Status: Part-time, non-benefitted position
Prepared Date: February 2026

JOB SUMMARY:

To serve the mission of the Grundy Museum by leading tours in a meaningful way.

FUNCTIONS:

- Lead guided tours of the museum to visitors and groups, following standard interpretation, while personalizing tours according to the docent's style and adapting tours to visitors' interests
- Provide historical, cultural, or socio-economic context for exhibits, going beyond simple descriptions to explain significance.
- Engage visitors by answering questions, offering insights, and creating a welcoming atmosphere.
- Opening and closing the building when needed.
- Assist with events, workshops, and programs as needed and as available.
- Assist with historic housekeeping as needed and as available.
- Performs other duties as assigned when available.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Passion for history and ability to develop deep knowledge for the Grundy Family legacy and history
- Excels at engaging with guests
- Excellent public speaking, storytelling, and group facilitation skills
- Ability to present information without imposing personal opinions
- Ability to adapt to diverse audiences
- Ability to be self-motivated, adaptable, responsible, proactive, work independently as well as part of a team.
- Ability to solve problems and make decisions based on best practices, museum philosophy, and standards of safety.
- Excellent time management skills.
- Comply with all established Foundation and Museum policies and procedures.
- Ability to work well with museum staff, volunteers, and external constituencies.
- Proficient in use of digital literacy skills.

EDUCATION AND EXPERIENCE:

- Work experience in museum setting, or equivalent combination of education and work experience preferred.
- Complete an introductory training course, study selected readings and accompany other docents on guided tours to gain knowledge and skills in leading groups.

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PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Good stamina and ability to stand on foot and walk most of the day.
- The work environment involves everyday risks which require normal safety precautions typical of such places as offices, meeting rooms, and museums, e.g., the safe use of workplace practices with office equipment, avoidance of trips and falls, and observance of safety regulations.
- Must be able to pass a three part background certification.