



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Docent and Museum Guide/Part time

Summary: The Vanderbilt Museum and Planetarium is seeking a reliable part time Docent and Museum Guide to join our team. The Docent and Museum Guide will be responsible for maintaining an enjoyable, safe, and informative visitor experience. The Docent and Museum Guide will ensure the safety of the museum's permanent collection and will regularly interact with the public. The primary responsibility of the Docent and Museum Guide will be to provide an interactive and engaging interpretive performance of a script which shares historical details about the estate. The Docent and Museum Guide will field questions from the public and answer with information learned while working at the Vanderbilt Museum under the direction of the Director of Curatorial Affairs.

Location: Vanderbilt Museum & Planetarium, 180 Little Neck Rd., Centerport, NY 11721

The Vanderbilt Museum and Planetarium is located on the stunning Eagle's Nest estate, the former summer residence of William K. Vanderbilt, Jr. Few workplaces equal the Vanderbilt Museum in its natural and architectural beauty, providing workers with a unique workplace benefit. This is an excellent opportunity to join a dynamic team of historians, educators, and museum professionals, all working together to preserve Long Island's local history for the next generation.

Hours: Part time year-round position, Monday-Friday & Weekends, during the hours of Museum operation

Duties and Responsibilities include the following:

- Staff museum exhibition spaces and special events, as needed.
- Engage the public in conversations about the history of the Vanderbilt family, the Eagle's Nest estate, and the objects included in the Suffolk County Vanderbilt Museum's permanent collection.
- Lead tour groups through William K. Vanderbilt Jr.'s private living quarters, sharing information about the Vanderbilt legacy and early twentieth century life on Long Island's Gold Coast.
- Guide the visitor experience to ensure a memorable and positive visit.
- Ensure comfort and safety of visitors while fostering educational growth.
- Manage risk to collections through crowd control strategies and careful oversight of displayed items.
- Assist museumgoers with their navigation of the property and museum resources.
- Facilitate curatorial department initiatives as requested.
- Master exhibition content and background material.
- Excellent verbal communication and interpersonal skills as applied to interaction with coworkers and Supervisors, to sufficiently exchange or convey information and to receive work direction.
- Flexibility with scheduling.
- Perform other related duties as assigned.

Skills:

Exceptional visitor service abilities, including the ability to interact with all ages.
Ability to memorize information related to the history of the Vanderbilt family and the special collections of William K. Vanderbilt, Jr.
Comfort with public speaking before small crowds.
Exceptional verbal communication and interpersonal skills; an ability to convey (and personal investment in conveying) the importance of historical sites on Long Island.
A desire to learn and become a subject expert.
Strong organizational skills.
Some computer proficiency required.
Flexibility with scheduling.
Positive attitude.
Punctual and professional presentation.

Experience:

No experience necessary for docents.
Experience with public speaking a plus.
Experience or education in history, art or teaching is helpful, but not required.
Candidates with proficiency in foreign languages will be given special consideration.
Valid NYS Drivers License (Required)
US work authorization (Required)
Bachelor's Degree: (Preferred)

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

Language Ability: Ability to read, analyze, and memorize a prepared script. Comfort communicating extemporaneously with museum visitors.

Work Environment: The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks. The noise level in the environment is moderate to loud.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job tasks. While performing the duties of this job, the employee is regularly required to sit, walk, and engage with the public.

Smoking is prohibited on Suffolk County property.

The Vanderbilt Museum and Planetarium is an Equal Opportunity Employer.