

Ordeman Docent Job Description

The role of Ordeman Docent is a professional position involving responsibilities related to the operation and management of the Ordeman-Shaw House. The required duties of this position include visitor relations, security, and interpretation. The position reports to the Tour Coordinator.

Contact: Tour Coordinator Jane Coker at j.coker@oldalabamatown.com

Wage: \$10 per hour

Essential Functions:

- Coordinates day-to-day activities within the Ordeman-Shaw House:
- Oversees security of the Ordeman-Shaw House throughout the operational day, including locking and unlocking structures
- Reports any operational issues to the Tour Coordinator
- Reports any maintenance issues to the Maintenance Technician or any curatorial issues to the Curator
- Greets all incoming visitors to the Ordeman-Shaw House
- Interprets the Ordeman-Shaw House and its historical significance to visitors
- Directs visitors to other parts of the site
- Participates in marketing opportunities promoting Old Alabama Town
- Assists in educational programming and after-hours activities
- Performs daily, weekly, and monthly housekeeping tasks as outlined in the Ordeman Housekeeping Schedule

Knowledge, Skills, Abilities:

- Skilled at verbal communications with visitors, staff, volunteers, and community
- Ability to interpret historical collections and communicate knowledge relevant to those collections in a manner that is understandable to the general public
- Available to routinely work on Saturday
- Knowledge of and/or ability to learn about local and state history
- Knowledge of and/or ability to learn about distinct types of architecture in Alabama
- Knowledge of and/or ability to learn basic museum practices and curatorial methods including the techniques of collecting, preserving, and exhibiting artifacts
- Knowledge of and/or ability to learn about collecting ethics and legal regulations relating to historic collections
- Knowledge of and/or ability to learn about the forces affecting historical collections including physical, chemical, and biological
- Ability to cooperate fully with staff, volunteers, and visitors and follow directions