



## OPEN POSITIONS ON THE 2019-2021 DOCENT COUNCIL BOARD AND ITS COMMITTEES

Please review these volunteer job postings for the docent council term beginning July 1, 2019. If you are interested, we invite you to contact the lead docent listed. Both active docents and trainees may apply! You can also find more contextual information for these positions in the Program section of the docent website. Please understand that your application does not guarantee you will be appointed to this position.

Thank you for your interest!

<b>Position</b>	<b>Description</b>	<b>Skills Required</b>	<b>Lead Docent</b>
<b>Daily Private Tour Scheduler</b>	The private tour scheduler recruits docents to give tours for the private tours purchased from the museum through the museum's Group Sales department or via Cynthia Inaba for college groups. The private tour scheduler posts the tour to the docent website's Private Tour page once they have secured a docent or docents to tour. Estimate of 0-2 hrs/wk. Few meetings. Three open positions in this category.	Attention to detail Simple computer skills Willingness to be trained Self-motivated	Jan Mishel mishel@sbcglobal.net
<b>VIP/Corporate Tour Scheduler</b>	VIP/Corp tour scheduler recruits appropriate docents for the VIP tours (FAMSF Board members & families, donors, etc), FAMSF Auxiliary and corporate events (usually evening events) and coordinates with the various FAMSF staff who are in contact with these clients. The VIP/Corp scheduler is also responsible for posting the tours on the docent website and making all the initial communications between museum staff and docents. Estimate of 0-2 hrs/wk. Few meetings.	Good communication skills Works well with other docents and museum staff Simple computer skills Willingness to be trained Self-motivated	Jan Mishel mishel@sbcglobal.net
<b>Daily Permanent Collection Tour Scheduler</b>	Daily scheduler constructs the permanent collection tour schedule for their assigned day of the touring week and posts it to the website. They may also be responsible for scheduling one or more special content tours. The daily scheduler also edits the public tour page as needed when tour substitutions or swaps are made. Construction of	Attention to detail Simple computer skills Willingness to be trained Self-motivated	Jan Mishel mishel@sbcglobal.net

	tour schedule takes approximately 4 hrs/quarter scheduled. Other tasks 0-1 hr/wk. Few meetings.		
<b>Calendar Editor</b>	A member of the Communications Committee, which also includes Enews. Responsible for posting dates to the website calendar submitted by Education, Exec, Schools, Scheduling, etc. No meetings. Current editor has been doing it for 4 years.	Attention to detail. Willingness to be trained	Alfred Escoffier alfred239@gmail.com
<b>Assistant Treasurer</b>	Back up to Maureen Murray Fox, the current and repeating Treasurer. Help with annual dues collection. No meetings.	Attention to detail Basic spreadsheet skills	Maureen Murray Fox sffoxden@aol.com
<b>Assistant Secretary</b>	Back up to Darla Farr, the Docent Council Board Secretary.	Basic Computer skills	Darla Farr darla.farr@gmail.com
<b>Website Page Editors</b>	There are over 40 editors for the website, and we all share the work to keep the website up to date. We have need for 1 or 2 more that would be responsible for a specific page. No meetings.	Willingness to be trained to make updates to the website. Many other docents do this, it is not hard! There is a 4-person website steering committee that backs you up.	Leslie Latham Leslie.latham@gmail.com