



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

Rev. 6-3-19.1

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!

Position	Description	Skills Required	Lead Docent
Daily Private Tour Scheduler	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. <u>Three open positions in this category.</u>	Attention to detail Simple computer skills Willingness to be trained Self-motivated	Jan Mishel mishel@sbcglobal.net
VIP/Corporate Tour Scheduler	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
Calendar Editor	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

Ad Hoc Touring Committee	Participate as a member of an Ad Hoc Committee charged with creating new touring options for entire docents corps.	Experience in project development, marketing, organizational systems. Creativity and ability to roll out new projects.	Jessica Gaynor drjess49@gmail.com
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