

Company Name: Heritage Alliance of NETN & SWVA, Jonesborough TN

Title of Position: Lead Docent/ Chester Inn Museum

Position Type: Part time Hours vary with season. Weekend work required

Description of Responsibilities: Wide variety of museum related responsibilities, including visitor services, exhibition planning, installation, maintenance and interpretation.

Required Experience: Museum related experience, including some course work in museum studies and public history desirable.

Required Skills: Public speaking, good writing skills, knowledge of local history and ability to provide programming to a wide range of audiences including school groups.

How to Apply: Email Resume, Cover letter and two letters of reference to: dmontanti@heritageall.org

No phone calls please.

For information on the Heritage Alliance or to view the complete job description visit our website at www.heritageall.org

The Heritage Alliance is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

JOB DESCRIPTION

HEAD DOCENT/ CHESTER INN MUSEUM

SCOPE

Under the supervision of the Executive Director, the head docent is responsible for the inventory of the Chester Inn Museum collections, including the update in PastPerfect of items relocated from museum storage or the JWC History Museum to the Chester Inn. Additionally the head docent is the point person for Chester Inn collections, management and care of the collections, establishment and maintenance of proper collections record keeping, and the accessing/cataloging/inventorying/monitoring of any and all additions to those collections. Additionally, the head docent is responsible for collection research, exhibit planning, and coordinates with the Executive Director and museum personnel with subject expertise on the development and initiation of educational and out -reach programs for the museum.

The head docent shall advise the Executive Director on the current state of the collection, and make recommendations for acquisitions and de-accessions in concert with foundation and museum missions. The head docent shall inform and advise the Executive Director regarding conservation needs including environmental conditions, storage, feasibility of exhibition or collections movement, and direct care of the artifacts.

The head docent shall possess an understanding of the use of material culture to interpret history.

HEAD DOCENT RESPONSIBILITIES

1. Responsible for collection security.
2. Responsible for registration and cataloguing of Chester Inn Museum collections.
3. Monitors collection conservation needs and keeps Executive Director informed on exhibit and collection condition.

INTERPRETATION

1. Plans and implements *all* permanent and temporary exhibits, and interpretation programs in conformance with the Chester Inn Museum mission.
2. Responsible for collection research activities.
3. Maintains a verifiable collection data base source.
4. Provides tours of Chester Inn Museum and, if available the town of Jonesborough.

QUALIFICATIONS

An advanced degree or course work in museum studies and /or Public History is desirable. Work experience should include museum employment (at least one year) and familiarity with standard museum operation procedures, collection care. Desirable skills: word processing, data base entry, writing, public speaking, and grant writing.