

MFAH *The Museum of Fine Arts, Houston*

Position Available

Title:	Docent Assistant
Reports To:	Senior Manager, Object-based Learning
Pay Type:	Full-Time, Regular, Non-Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Compensation Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Law Building, a non-smoking facility

The MFAH's Department of Learning and Interpretation develops programs, materials, and other opportunities that engage intergenerational audiences and students with the Museum's collections and exhibitions of world art. The Museum's volunteer Docent Program is administered through the Object-based Learning area of Learning and Interpretation. Over 55,000 students and adults participate in docent-led tours each year. The docent corps consists of 160 volunteers who lead gallery experiences during the week, evenings, and weekends. MFAH docents lead tours that encourage visitors of all ages to respond to and reflect on original works of art in the Museum's permanent collection and exhibitions.

The docent assistant is the primary scheduler for docent-led tours, and assists with training materials for all of the docents. This position works to ensure that the docent program is functioning at a high level of logistical organization.

Responsibilities:

- Coordinate the day to day operations of the docent program, including scheduling of all docent tours
- Work with Managers in Department of Learning and Interpretation to coordinate details related to docent education, including making relevant research materials available for docent use, reserving rooms and A/V, copying training materials for distribution
- Maintain communication within the Museum (Security, Guest Services, Membership,) regarding scheduling and coordination of tour schedules and docent education
- Maintain mailing lists, and compile statistics related to numbers of visitors participating in tours
- Maintain, and organize supplies for the docent study room
- Coordinate administrative, marketing, and other support for Access and public tours.
- Process all purchase orders and interoffice paperwork
- Serves as the primary staff member responsible for docent newsletters and correspondence, communicating regularly and effectively with docents about opportunities and assignments.
- Maintains docent records, including availability, preferences, special requests, and docents on leave of absence.
- Processes bus scholarships
- Assist docents and participants during programs, as needed

The Museum is an equal opportunity employer dedicated to a policy of nondiscrimination in employment without regard to race, creed, color, age, gender, gender identity, sexual orientation, religion, national origin, genetic information, disability, or protected veteran status. For more information, visit our website at <http://mfah.org/about/careers/>.

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- Available to work some weekends and evenings, as needed
- Other administrative tasks and duties as assigned

Skills, Knowledge and Abilities:

- Event coordination and/or scheduling skills strongly preferred.
- Excellent written, organization, speaking, and interpersonal skills.
- Ability to provide front-line customer service skills.
- Ability to handle multiple tasks, working effectively and efficiently under pressure and paying great attention to detail.
- Ability to work well in a team environment, take initiative, and problem solve.
- Strong proficiency in Microsoft Office suite; openness and eagerness to always train in this domain
- Bilingual skills (Spanish/English) desired

Education and Experience:

- BA in the Humanities; Art History, Museum Studies, or Art Education
- Previous office work experience highly valued

How to Apply:

Send resume to Human Resources, Job 18-95EDU, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.