

## American Village Docent

### DESCRIPTION

The American Village is a 501(c)(3) history and civic education center located on a 188-acre campus in Montevallo, AL. Chartered in 1995, the American Village campus opened in 1999 and serves Pre-K—12 and college students from throughout Alabama and the Southeastern United States. The mission is to strengthen and renew the foundations of American liberty and constitutional self-government through its innovative, engaging, and nationally recognized programs for students and the general public. More information is found at the website: [www.americavillage.org](http://www.americavillage.org).

The American Village Docent position is a part-time position which reports to the Officer for Interpretation and Deputy Officer for Interpretation. This position will begin accepting applications immediately.

**PREFERRED QUALIFICATIONS:** High School Diploma minimum requirement; experience with dramatic performance, leading public tours, or customer service preferred.

**POSITION SUMMARY:** This position is a front-line public engagement role in assisting visitors to American Village's campus and program facilities. Primary functions include orienting and guiding visitors through a new facility designed to immerse visitors into events leading up to the American Revolution. Other duties and responsibilities as assigned.

**KNOWLEDGE/SKILL REQUIREMENTS:** General knowledge of the American struggle for Independence; professional and polite demeanor; excellent interpersonal communication skills; clear diction and strong audible vocal delivery; ability to cope successfully with a timed experience environment requiring the coordinated movement of up to 100 people from one interior space to another.

### SCOPE OF WORK:

#### Essential Duties and Responsibilities:

#### Independence Hall – West Wing Visitor Experience

1. Responsible for engaging all visitors to the new West Wing building.
2. Pre-space docent will orient groups as they enter the foyer and assist them in transitioning to the theater; theater docent will assist groups in getting seated, viewing the movie, and safely exiting the building, headed to their next destination.
3. Assists Officer for Interpretation elsewhere as needed.

## **Physical Demands and Work Environment:**

### Working Schedule and Conditions

Weekly schedule will be determined based on work assignments and staffing levels (Key Staffing Hours are 9 am – 2 pm, Monday through Friday).

Work is performed on a campus that is open to the public Monday – Friday from 10 am to 4 pm and actively serving visitors so professional demeanor/behavior/dress is required. The position is based indoors in a climate-controlled environment. Standing for periods of time during group/visitor engagement is customary. Repeat use of vocal instructions over several hours is customary.

### About Employment

The American Village is an “at-will” employer under state law

Smoke- and drug-free campus

Before employment a person must certify he/she has no criminal conviction(s) for crime(s) of moral turpitude

The American Village is an equal opportunity employer

### Compensation

This position is a seasonal part-time position based on three operating seasons of visitation—Fall, Spring, and Summer. Hourly compensation level is currently at \$15 per hour.

### To Apply:

By Mail – send application items below to: American Village

P.O. Box 6

Montevallo, AL 35115

Attn: Mike Jones/Employment

By Email – send application items below as a PDF (file size cannot exceed 9.9 MB) to [mjones@americanvillage.org](mailto:mjones@americanvillage.org):

o Your cover letter addressed to Mr. Jones introducing yourself and describing your interest in this position and the American Village

o Your resume noting your education and/or experience (including previous employers and your position and responsibilities with each)

o A separate page listing three professional references (we will not contact any reference prior to an interview or before obtaining your consent)