



San Elizario Genealogy & Historical Society

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Museum Docent Job Description

Position Overview:

Docent position is to greet and communicate with visitors. Responsible for educational awareness of San Elizario's history and family genealogical research of San Elizario's families. Docent reports to the Los Portales Museum Director in implementing operations in accordance with the SEGHS Mission.

Duties & Responsibilities:

- Greet and communicate with museum visitors
- Collaborate in upgrading and presenting educational tours
- Perform other duties as requested or assigned

Knowledge, Skills and Abilities:

Must have well-developed computer skills and demonstrate strong verbal written and organizational skills. Must work effectively with people of varying personalities, skills and backgrounds. Must have a working knowledge of Excel and Word software applications. Associate Degree preferred.

Compensation:

This is a part-time \$12 an hour, time limited position, which does not include health or retirement benefits.

Due: May 13, 2022

Please submit your application and resume to info@losportalesmuseum.org. Feel free to reach out if you have any questions or concerns.