

Volunteer Announcement

School and Youth Docent

Position Summary

The National Museum of Women in the Arts (NMWA) Docent Corps is a team of talented and dedicated individuals who serve the museum as part-time volunteer educators. To increase our capacity to accommodate school and youth group tour requests, we're recruiting a new docent class. School and youth docents facilitate high quality, in-person, interactive, student-centered collection and exhibition experiences for pre-kindergarten through twelfth-grade groups. Docents commit to an initial training, lasting approximately six months, and at least two years of service.

School and youth group tours are offered Tuesdays through Sundays between the hours of 9:30 a.m. and 12 p.m. and 12:30 and 2:30 p.m. Volunteers report to the Associate Educator.

Responsibilities

A school and youth docent in good standing will:

- Successfully complete docent training:
 - Be available to participate in weekly docent training sessions, Mondays from 10 a.m. to 12 p.m. starting in September 2025 for approximately six months.
 - Complete all related assignments.
 - Shadow an educator facilitating each NMWA's five thematic school and youth group tour offerings during regular school and youth tour times.
 - Practice presentation techniques by facilitating conversations for the cohort using Visual Thinking Strategies and Harvard Project Zero Thinking Routines.
 - Develop a See, Think, Wonder tour outline.
 - Practice See, Think, Wonder tour with peers.
 - Facilitate young learners tour artmaking activity for peers.
 - Successfully facilitate staff-shadowed practice tours for school and youth groups.
- Be available between 9:30 a.m. and noon at least once a week, Tuesday through Friday.
- Welcome assigned tour groups, clearly communicate museum manners and expectations to students and adult chaperones and oversee their behavior throughout tours, ensure groups exit the museum safely and intact.
- Facilitate visitor-centered collection and exhibition tours for Pre-kindergarten through twelfth-grade audiences.
- Lift and carry up to 20 pounds of materials, bend over, and sit on the floor or a gallery stool, when necessary.
- Answer general questions about the history of the museum and building, as well as the collection and exhibitions.

- Sign up for shifts and record attendance through an online scheduling system.
- Reflect on teaching experiences to improve practice.
- Participate in ongoing continuing education opportunities, including exhibition walkthroughs.
- Agree to periodic review of teaching by museum educators to hone and grow your facilitation skills.
- Attend the annual volunteer meeting.
- Read and retain all information shared via volunteer newsletters, schedules, and emails.
- Respond to volunteer manager communications by provided deadlines.
- Commit to at least two years of volunteer service, completing at least 42 hours of annual service (approximately two tours/month).
- Champion women through the arts.
- Demonstrate a commitment to diversity, equity, accessibility, and inclusion (DEAI).
- Abide by all policies and procedures outlined in the volunteer handbook.

Qualifications

Docent candidates must be 18 years of age or older and fluent in English. Candidates fluent in additional languages, including American Sign Language, are especially encouraged to apply. In addition, the ideal docent candidate will have the following qualifications:

- A passion for championing women in the arts.
- A desire to learn about women in the arts.
- A commitment to work with school-aged children.
- Exceptional interpersonal skills, including but not limited to respectful listening and the ability to engage people with diverse backgrounds in meaningful conversations.
- A strong interest in customer service.
- Respect and sensitivity for all, regardless of ability, age, gender identity, race, or religion.
- The ability to be a team player and to adapt easily to a rapidly changing environment.
- Attention to detail and willingness to take initiative.
- Punctuality, flexibility, patience, and professionalism.
- Basic computer, email, and internet skills to access training information, administer schedule online, and be in contact with volunteer manager
- Self-directed motivation to prepare for class, study course material, and develop tours independently.
- Experience facilitating conversations or giving presentations a plus, though not required.

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

After successfully completing docent training, interested docents may also sign up for additional trainings to:

- Facilitate tours for adult and college groups.

- Facilitate off-site and/or virtual Collection Highlights Talks for groups unable to visit the museum in person.
- Support virtual Collection Highlights Talks by handling Zoom administration.

Volunteer Benefits

All NMWA volunteers enjoy rewarding experiences welcoming, guiding, and assisting visitors, as well as collegial interaction with staff members and colleagues. In addition, volunteers in good standing receive:

- Educational benefits:
 - Ongoing continuing education opportunities
 - Research privileges in the Betty Boyd Dettre Library and Research Center
 - Complimentary or reduced admission to select museum programs
 - *Women in the Arts* quarterly member magazine
- Social benefits:
 - Invitations to social events throughout the year
 - Annual volunteer appreciation party
 - Annual volunteer gift and 12 guest passes for free museum admission
- Museum discounts:
 - Free admission to NMWA
 - NMWA security badge grants the holder free or reduced admission to participating museums across the country
 - 15% discount in the Museum Shop

How to Apply

To apply, submit a [School and Youth Docent Application Form](#). To request accommodations in the application or interview process or to apply via email, please notify NMWA's Associate Educator at aharris@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

Successful candidates will be subject to reference and background checks. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.