

# HENRY B. PLANT MUSEUM

1891 TAMPA BAY HOTEL • NATIONAL HISTORIC LANDMARK

To apply for HBPM Volunteer Council contact Todd Edwards, Volunteer Management & Tour Coordinator:  
tedwards@ut.edu

<b>VOLUNTEER POSITION TITLE:</b> Docent	
<b>JOB DESCRIPTION:</b> Docents are knowledgeable emissaries of the Museum, able to share facts, stories and our lifestyle approach to interpretation with the public. Docents are valued educators who lead school field trips and adult tours. Docents should display flexibility, responsibility and respect with regards to Museum visitors, staff, and other volunteers.	
<b>SUPERVISOR'S NAME:</b> Curator of Education – Heather Trubee Brown	<b>SUPERVISOR'S PHONE:</b> 813-258-7304
<b>SUPERVISOR'S E-MAIL:</b> htrubee@ut.edu	<b>SUPERVISOR'S FAX:</b> 813-258-7272

<b>Number of volunteers needed</b>	10 volunteers
<b>Days and times that volunteers are needed</b>	The docent schedule varies. Tours (both school groups and adults) are offered Tuesdays through Fridays year round. We also occasionally have adult groups on weekends. Sunday tour offered the 3 <sup>rd</sup> Sunday of each month.
<b>Required time commitment</b>	In addition to training and refresher sessions, docents are expected to conduct at least eight tours/public talks per year.
<b>Top duties related to this position</b>	<ul style="list-style-type: none"> <li>- Lead tours of the Museum</li> <li>- Interact with the public using inquiry and conversation rather than lecturing</li> <li>- Participate in Speakers Bureau (off-site presentations)</li> </ul>
<b>Special skills, physical abilities or other experience required</b>	<ul style="list-style-type: none"> <li>- Interest and enthusiasm for sharing the history of the Tampa Bay Hotel</li> <li>- Desire to interact with children and adults in public speaking situations</li> <li>- Previous public speaking experience preferred</li> <li>- Ability to walk/stand for 1.5 hours</li> </ul>
<b>Training volunteers will receive in order to fulfill their responsibilities</b>	<ul style="list-style-type: none"> <li>- General Museum orientation</li> <li>- Training session with the Curator of Education</li> <li>- Reading 4 Museum publications</li> <li>- Self-guided tour of the Museum</li> <li>- Shadowing tours by experienced docents</li> <li>- Conducting a tour shadowed by Museum staff</li> </ul>
<b>Any other information related to the position</b>	Seasonal volunteers accepted for this position. Volunteers must be members of the Museum and over 18 years old.