



## **HULIHE'E PALACE Docent**

The Daughters of Hawai'i is a nonprofit organization with over a 100 year history, and we're currently searching for enthusiastic, motivated individuals ready to be part of a rich legacy. Seeking Docents, for the Hulihe'e Palace Museum to provide guests with exceptional hospitality and a memorable, welcoming experience.

### **QUALIFICATIONS:**

- Sincere, genuine interest in and excitement for learning and sharing with guests of all ages.
- Attention to detail and accuracy with excellent verbal and public speaking skills.
- Personable, energetic, highly organized and a team player.
- Ability to multi task with minimal supervision and positive attributes.
- Pass the background screening and interview process.
- Available to work a flexible work schedule Sunday through Saturday, 8:45 AM to 5:15 PM, during normal business hours. May be required to work during special evening hours.

### **ESSENTIAL JOB FUNCTIONS**

The essential duties and responsibilities of this position include, but are not necessarily limited to:

- Provide a welcoming atmosphere for all guests, staff, volunteers, and members.
  - Demonstrate excellent hospitality skills, while providing historically accurate information and engaging guests in the visitor experience.
  - Greet all guests, provide information of services and direct guests appropriately.
  - Maintain inventory of museum supplies and literature.
  - Collect admission fees and maintain admission records.
- Conduct interpretive tours of the Palace's exhibitions, to provide guests with a deeper understanding of and appreciation for Hawai'i's history through a guided program.
  - Well versed in the history of the Palace, Hawaiian culture, and the Daughters of Hawai'i.
  - Knowledgeable and familiar with the collection, Palace, and surrounding grounds.
- Assist in the preservation, safety, and security of the collection.
  - Correctly perform museum opening, closing, and emergency procedures.
  - Ensure the museum and lanai are neat, clean and organized, by performing routine daily, weekly and monthly cleaning.
  - Provide safety and auxiliary security monitoring of collection, facilities and grounds.
- Follow and achieve department goals, with adherence to all Daughters of Hawai'i policies and procedures.
- Perform other duties as assigned.

### **PHYSICAL JOB REQUIREMENTS**

- Talking, moving and standing for long periods of time, bending, stooping, reaching, twisting, pushing, pulling, and moving items.
- Ability to lift and carry 40 lb. boxes and climb up a 4 ft. ladder.

We offer a beautiful work place environment, competitive wages, and more. Apply now by emailing your resume to [info@daughtersofhawaii.org](mailto:info@daughtersofhawaii.org). If you don't received acknowledgement from our office within 24 hours Monday-Friday, please call to speak with Kanoe at (808) 595-6291.