



QUEEN EMMA SUMMER 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 part time Casual Docents, up to 19 hours per week, for the Queen Emma Summer 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.

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.
- 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. If you don't received acknowledgement from our office within 24 hours Monday-Friday, please call to speak with Kanoe at (808) 595-6291.