



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, 8:30 AM to 4:00 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. If you don't received acknowledgement from our office within 24 hours Monday-Friday, please call to speak with Kanoe at (808) 595-6291.