

210 W Holly Street Bellingham, WA 98225

**Part Time Employment: Docent Position**

**Date: May 2023**

**About Mindport**

We are an interactive space where all types of people can gather to learn, explore, observe and create. We have been located downtown Bellingham for over 25 years. Many of our interactive exhibits demonstrate scientific principles. Others evoke outdoor experiences in a controlled environment, giving guests a chance to experience natural phenomenon on a small, observable scale. We also host rotating visual art displays and unique instruments for making music.

**Job Description**

We are seeking friendly, responsible people to maintain a welcoming, safe and clean environment. Duties include greeting patrons, collecting fees, serving as a guide to the museum, tracking daily attendance, and performing light housekeeping duties. Applicants must be comfortable interacting with people of all ages and backgrounds. Preferred previous qualifications include a background in the natural sciences, humanities, education and or customer service. Shifts vary from 4-7.5 hours; docents usually work from 1-3 shifts per week on a regular schedule. Potential weekend availability is important for all hires. Current openings are for both weekday and weekend shifts, as well as to add to our substitute roster.

**Position Details**

**Title:** Docent

**Position Type:** Hourly, Part Time

**Reports to:** Docent Coordinator

**Compensation range:** $16-$18 per hour

**Other Benefits:**

Holiday pay during scheduled work hours

Compensation during weather events or other types of planned closures

Paid 30 minute lunch breaks during shifts lasting 5 hours or more

One paid hour of sick leave for every 40 hours worked

**Location:** Bellingham, Washington

**Job Requirements**

Arrive on time to scheduled shifts

Maintain a welcoming, inclusive, respectful, and clean environment

Collect payment and track attendance records accurately

Introduce visitors to safety and Covid protocols

Demonstrate respectful communication with visitors and staff

Pay unobtrusive attention to guests during their visits

Return all exhibits to the start position throughout a shift

Demonstrate familiarity with each exhibit and current exhibiting artists on display

Read weekly email communication from the Docent Coordinator

Provide Proof of complete initial Covid-19 Vaccination series

Perform light cleaning tasks

**How to Apply**

Drop off or mail cover letter and resume to:

Mindport Exhibits, 210 W Holly Street, Bellingham, WA 98225

Or email application materials to [infomp@mindport.org](mailto:infomp@mindport.org) with the email subject line Docent Position