JOB DESCRIPTION
The Ford House docents’ primary goal is to build bridges between diverse visitors and the history and material culture of the estate through dynamic and historically accurate storytelling. The docent is responsible for interpreting the house, collections, grounds and Ford Family story for diverse audiences, including school groups, and adults with varying interests and backgrounds.

Docents must possess or develop the skills to “be spontaneous and able to read” their visitors, in order to respond with appropriate and relevant interpretation. This is a process that begins when the docent meets the guests and continues through to the conclusion of the tour. Effective interpretation requires a great deal of sensitivity and spontaneity in order for visitors to ask questions during the tour, and to aid individuals and groups in making connections between their own experiences and interests with the themes and stories we share. The docent is asked to bring the visitor into the dialogue delivered in their tour experience by talking WITH them and avoiding lecture style presentations. Docents are expected to maintain a consistent pace and well-timed interpretation throughout the house and grounds. The docent should encourage questions and comments from the visitors.

New docents are expected to complete a blended course of docent training that includes small group learning, online modules and assessments, and practice tours. Experienced docents are expected to engage in ongoing professional development to keep their material and presentation skills relevant.

QUALIFICATIONS/SKILLS
- Ability to speak comfortably and engage with the public in an informed and sensitive manner
- Ability to work with guests of all ages and from diverse backgrounds
- Enjoy conveying factual information in an engaging storytelling format
- Interested in history, material culture and historical interpretation
- Ability to memorize facts and dates and to “think on one’s feet”
- Ability to “read” individuals and groups, and respond effectively and spontaneously
- Committed to exploring new learning theories
- Possess the ability to stand for 1.5 hours, climb stairs, and walk 1.5 miles
- Punctual, reliable and able to convey information within a defined timeframe
- Possess computer skills- email, web search, and online class

PREFERRED QUALIFICATIONS/SKILLS
- Prior Docent, tour guide, or interpreter experience
- Teaching experience
- Acting experience

REQUIREMENTS/RESPONSIBILITIES
- Attend required docent meetings and trainings
- Participate in “blended learning” in person + online
- Master the themes and subthemes from the Interpretive Framework
- Master the historical content: facts and stories
- Master Ford House’s safety procedures and protocols; Earn and maintain CPR certification
- Assume Responsibility for the safety of the guests, and security of the collection
- Communicate concerns to the Docent Manager or House Leader
- Participate in professional development and learning opportunities
- Inform guests of additional tours and upcoming programs at Ford House
- Interact in a respectful and professional manner with staff and visitors
- Ability to work 12-18 hours/week, including weekends and evenings