

**HOLLYWOOD ENTERTAINMENT MUSEUM
GUEST HOST DOCENT
JOB DESCRIPTION**

DEPARTMENT: Administration/Operations

JOB TITLE: Guest Host Docent

DESCRIPTION: The Hollywood Entertainment Museum showcases exhibits designed to educate our guests about the history and accomplishments of the Hollywood entertainment community. Individuals in this position will make guests feel welcome and provide information about exhibits and the Museum.

SUPERVISION: Individuals in this position will work under the direction and supervision of the Volunteer Resource Manager.

DUTIES:

- Welcome guests to the museum and make them feel at ease
- Encourage guests to explore and use the hands-on exhibits in the Rotunda
- Accurately inform guests about museum exhibits, facts about the history of Hollywood, museum programs and services available to them.
- Guide guest groups through museum.
- Assist guests with information about the Hollywood Entertainment District.
- Provide accurate information about the Hollywood community.
- May also be requested to assist (your time permitting) with events and special projects.

REQUIREMENTS FOR THE POSITION:

- Age 18 or older
- Pleasant, outgoing manner, able to interact with various guest groups
- Willingness to learn
- In reasonably good health
- Ability to commit to a minimum of 1 year to the museum program
- Ability to donate one regularly scheduled 4-hour shift per week (weekday or weekend)
- Completion of introductory training provided by museum

TIME COMMITMENT: A regular schedule will assure maximizing your satisfaction as a volunteer. It will also aid us in the planning of assignments, interfacing and communicating with staff and other volunteers. Every effort will be made to accommodate your time needed for vacations and personal appointments. The following is the basic time commitment for the Guest Host position:

- Minimum of one year to the program
- One regularly scheduled 4-hour shift per week (weekday or weekend)

Should you have additional questions regarding the position please contact Laurie Michnal - Volunteer Resource Manager at 323-960-4815 or lmichnal@hollywoodmuseum.com