
Title of Position *	Harry Ransom Center Docent Program
Institution *	Harry Ransom Center
Position Location: City & State *	Austin, TX
Position Closing Date	<u>Tuesday, August 1, 2017</u>

About the Institution

One of the world's finest cultural archives, the Harry Ransom Center houses 36 million literary manuscripts, one million rare books, five million photographs, and over 100,000 works of art. Highlights include the Gutenberg Bible (c.1455), the First Photograph (c.1826) and important paintings by Frida Kahlo and Diego Rivera. The Center is used extensively by scholars from around the world and presents numerous exhibitions and events showcasing its collections.

Institution Website Address

<http://www.hrc.utexas.edu>

Summary of Responsibilities**General Function**

Docent volunteers are responsible for welcoming, orienting, and guiding groups of visitors through the Ransom Center. The primary function of the docents is to lead tours through our exhibition space, including items on permanent display, the Gutenberg Bible and First Photograph, and rotating exhibitions (1-3 per year). Ensuring all visitors have a positive and enjoyable experience is the position's primary goal.

Time Commitment

Position requires at least a 4-hour per week commitment from August 2017 through July 2018. This time includes training, preparation, and tours. Weekday and weekend shifts are available.

Job Responsibilities

Plan, practice and implement guided tours of the current exhibitions.

Duties include:

- Exploring the exhibitions to learn about their content and context
- Reading docent materials including labels, articles, and recommended books
- Greeting and orienting visitors to the Ransom Center
- Engaging groups of 5-20 visitors in the galleries
- Interpreting the exhibitions for visitors of all ages
- Providing other information, as needed

Volunteers will be expected to:

- Attend all mandatory training sessions
- Learn the layout of the Ransom Center
- Keep informed of upcoming exhibitions, programs, and special events
- Become familiar with policies and protocols
- Work in cooperation visitor services staff, gallery attendants, and guards to ensure all visitors' needs are met.

Required Qualifications

Friendly individual with strong communication skills, who is resourceful, flexible, listens well, is friendly and comfortable interacting with visitors

of all ages, and has an interest in learning more about the Ransom Center's collections. Ability to maintain a pleasant attitude even under stress preferred. Ages 18+.

Compensation

This is a volunteer position. Benefits of volunteering at the Ransom Center include:

- Behind-the-scenes perspective of one of the world's finest cultural archives, including interactions with curators, archivists, librarians, and other experts in their fields
 - Specialized training about/on the Center's renowned collections and engaging exhibitions
 - Fall and Spring volunteer parties and other social events.
 - Access to lectures and special events
 - Discount on membership and Ransom Center merchandise
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Apply at this Website:

<http://www.hrc.utexas.edu/about/participate/volunteer/#>

Apply with this email:

Special Instructions to Apply:
