

The Root and the Bloom Collective

Museum Docent Intern

321 Broadway St,

Butte, Montana 59701

Description:

The Root & The Bloom Collective, a non-profit organization, raises funds to support the art and culture programming for youth and adults provided by the Historic Clark Chateau. Through grants, donations, and volunteer time, they support and ensure that the arts and humanities programming at the Clark Chateau keeps this historic building thriving as a vibrant community space. The Root and the Bloom Collective is looking for a Museum Docent to welcome guests during our hours of operation and special events.

Position Summary:

Depending on the time of year, the docent will work between fifteen and twenty hours a week welcoming guests, providing information on the history of the building to tourists, handling transactions and collecting donations, and managing other assignments determined by the Program Director, Curator, and Board.

Desired Skills and Abilities:

- Ability to communicate with small and large groups.
- Flexibility with work hours. Weekends are required, and nights on occasion.
- Ability and interest in learning the history associated with the Clark Chateau and being able to share that information concisely with guests.
- Assist in the installation of museum exhibits.
- Ensure a clean and safe environment for all guests.
- Accomplish general office administration tasks in a timely manner.

Qualifications and Requirements:

- Experience in customer service.
- Ability to stand during special events and tours.
- Reliable transportation.
- Ability to answer phone calls from guests and community members.
- Knowledge of Microsoft Office Suite and Google Applications.
- Ability to handle money responsibly.

To Apply:

To be considered for the position, submit your resume to clarkchateau@bsb.mt.gov.