

Help Wanted – Museum Docent / Museum Attendant at the New Milford Historical Society Museum

The New Milford Historical Society Museum was founded in 1915. Our mission is to collect, preserve and interpret objects and information of historical merit pertaining to the backgrounds of individuals and their way of life and customs in the greater New Milford area. Our facilities include a two-floor gallery with an attached historic house, The Knapp House, c. 1770, the attached Boardman Store, c. 1796, and Litchfield County's first bank building, c. 1820. Off site, we have one building, the Hill and Plain one-room schoolhouse, c. 1820.

Are you a lover of history and looking to spend Friday and Saturday afternoons in a historical setting? If so, this job may be for you. Docents are “gallery teachers”. They share what they know about New Milford History, decorative arts, antiques, fine arts and American history. Docents help visitors get the most out of their time while they are visiting our museum. We are seeking a part-time museum attendant to begin work immediately for 6.5 hours per week - Friday 11:45 – 3:00 and Saturday 10:45 – 2:00.

List of Duties:

- Welcome visitors and provide tours of the current exhibitions.
- Ensure visitors do not touch or endanger the collection.
- Provide a welcoming environment for museum visitors.
- Provide administrative support such as clerical work and answering phones
- Light Housekeeping.
- Perform various tasks and duties as requested by Curator.

List of required skills:

- Friendly and outgoing
- Excellent communication
- Strong public speaking skills
- Interest in history
- Teamwork
- Proficient in basic computer skills
- Knowledge of local history would be a plus but is not required

To apply: Please e-mail cover letter, three references and resume to nmhistorical@gmail.com nmhistorical@gmail.com with Museum Attendant Position in the Subject line or send to PO Box 359, New Milford, CT 06776 by August 1st.

Background checks will be conducted.