

Job Title: Student Museum Docent

Department: Meek-Eaton Southeaster Regional Black Archives Research Center and Museum

Employment Type: Federal Work-Study

Schedule: Tuesday–Saturday; part-time, hours flexible within museum operating hours

Reports To: Director of Museum Operations

Position Summary:

The Meek-Eaton Black Archives Research Center and Museum is seeking enthusiastic, responsible, and professional student docents to support the museum’s public engagement efforts. Student docents serve as front-line ambassadors for the museum and play a key role in enhancing the visitor experience through guided tours, interpretive support, and general assistance with daily operations.

Key Responsibilities:

- Lead engaging and informative guided tours for diverse audiences, including campus visitors, K–12 groups, community organizations, and university affiliates.
 - Provide accurate historical and cultural information about exhibitions and the museum's permanent collection.
 - Greet and welcome visitors; assist with sign-in procedures and distribute informational materials.
 - Monitor galleries to ensure the safety of visitors and preservation of exhibitions.
 - Support museum staff with special events, including exhibition openings, receptions, and educational programs.
 - Assist with administrative tasks such as answering phones, preparing materials, and maintaining visitor records.
 - Maintain a professional demeanor and represent the museum in accordance with its mission and values.
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Qualifications:

- Must be a currently enrolled FAMU student and eligible for the Federal Work-Study program.
 - Strong verbal communication and interpersonal skills.
 - Interest in African American history, cultural heritage, and museum studies preferred.
 - Punctual, dependable, and able to work independently and as part of a team.
 - Prior customer service or public speaking experience is a plus.
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Working Conditions:

- Requires standing or walking for extended periods.
 - Work is conducted primarily indoors in a climate-controlled museum setting.
 - Must be available to work a consistent schedule between Tuesday and Saturday, including some evenings for special events.
 - Uniformed Attire Mandatory
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How to Apply:

Submit your resume, class schedule, and proof of Federal Work-Study eligibility to the Meek-Eaton Black Archives front office or via email at blackarchives@famuedu.