

# OREGON JEWISH MUSEUM AND CENTER FOR HOLOCAUST EDUCATION

Dear Applicant,

Thank you for your interest in becoming a docent for the Oregon Jewish Museum and Center for Holocaust Education. Docents are a critical part of our mission at OJMCHÉ and help thousands of visitors engage with museum content each year.

There are two types of docents at OJMCHÉ: Museum docents and Memorial docents. Please note that volunteering as a Museum docent has a larger time commitment and if your time is limited, volunteering as a Memorial docent could be an option.

All OJMCHÉ docents participate in free training that prepare them to:

- Connect with learners of all ages
- Facilitate dialogue-based, conversation style tours
- Engage visitors one-on-one as a floating docent
- Help visitors interpret the role of artifacts and/or memorials based on both history and personal experience
- Develop a sense of camaraderie and teamwork with fellow docents

All OJMCHÉ Docents In-Training will be expected to:

- Submit to a background check as part of the docent intake process
- Commit to serving as a docent for one year from the beginning of the training cycle
- Participate in ongoing review processes including self-evaluation and feedback from Education staff
- Represent OJMCHÉ by upholding our organizational mission adhering to volunteer codes of conduct and Safer Spaces Guidelines

OJMCHÉ **Museum** Docents participate in new docent training including five, four-hour training sessions during June and July. Following the completion of new docent training, OJMCHÉ Museum docents are asked to volunteer at least five hours per month either leading tours, facilitating workshops, or volunteering as a floating “Ask Me” docent in exhibit space; plus attend monthly two-hour

docent trainings on the first Monday of every month for the duration of the volunteer commitment.

OJMCHE **Memorial** docents participate in new docent training including two, three-hour training sessions in May. Following the completion of new docent training, OJMCHE Memorial docents are asked to sign up to lead tours on an as needed basis and/or volunteer as a floating "Ask Me" docent.

The deadline for submitting completed applications is Sunday, March 31, 2019.

Please submit your completed application by emailing it to [docent@ojmche.org](mailto:docent@ojmche.org), or mail or deliver to the Oregon Jewish Museum and Center for Holocaust Education, 724 NW Davis Street, Portland, OR 97209. Mailed applications must be received by March 31, 2019.

We look forward to receiving your application. Sincerely,

OJMCHE Education Department

# OREGON JEWISH MUSEUM AND CENTER FOR HOLOCAUST EDUCATION

2019 Docent Application

## Contact Information

Name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, \_\_\_\_\_

Email address: \_\_\_\_\_

## Education & Background

Highest Level of Education: \_\_\_\_\_

Completed at: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Volunteer Experience (feel free to elaborate on a separate sheet):

Reference checks will be conducted as part of application process. If you are retired, please feel free to include two personal references, rather than one professional and one personal.

## Personal Reference:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Professional Reference:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Availability

Please check off your general availability below. You are not required to be available at these times; this just helps us know when you are free.

	9a-12p	12p-3p	3p-6p	6p-9p
MON				
TUES				
WED				
THURS				
FRI				
SAT				
SUN				

OJMCHE docents are expected to arrive on-site and be ready to lead a tour at least 20 minutes prior to visiting groups' scheduled arrival at the museum's location at 724 NW Davis Street or the memorial's in Washington Park. Will timely transportation to this location pose a difficulty for you? (Circle/click)

YES /  NO

## Experience & Interest

If you have knowledge and/or experiences with any of the following, please indicate and describe. Experience in all fields is not required - this inventory simply helps us get to know you better. Feel free to elaborate on a separate sheet.

Art:

Jewish culture and history:

Working with the public:

Holocaust history:

Facilitating group dialogue:

Education:

Are you interested in being a docent for the Museum, Memorial, or both?

Museum  Memorial  Both

**Please answer the following questions in a separate document in one to two paragraphs and return with your completed application.**

1. What interests you in becoming a docent for the Oregon Jewish Museum and Center for Holocaust Education at this time?
2. What do you expect will be the biggest challenge of being a docent for OJMCHE?
3. What do you think will be your greatest strength as a docent?
4. We encourage every docent to bring their own personality to a tour, and we strive to offer tours that are primarily dialogue-based rather than lecture-style. How would you describe your personality and communication style?
5. Is there anything else you'd like to share?

**Your signature below verifies the information you have included on this application is true to the best of your knowledge.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please ensure completed application arrives at Oregon Jewish Museum and Center for Holocaust Education, 724 NW Davis Street, Portland, Oregon or [docent@ojmche.org](mailto:docent@ojmche.org) by MARCH 31, 2019.