



516 NW 14TH AVE, PORTLAND, OR 97209

**Position Description: Docent & Guest Services Representative at
The Elisabeth Jones Art Center for Social and Environmental Justice**

Title: Docent & Guest Services Representative

Reports to: Elisabeth Jones Art Center Docent Program Coordinator

Scheduled Work Hours: between 10 and 20 hours weekly

Compensation: Volunteer / Class Credit / Work-Study

Start / End Date: January 2022 / ongoing based on availability

Mission Statement:

We are dedicated entirely to the development of an extensive range of art programs to advocate for the environmental health of our home planet and social justice for all our people.

The role of the Docent & Guest Services Representative is to:

- Greet all guests and check in/out coats and bags
- Perform research about artists and their artworks to answer any visitor questions
- Provide tours for guests and visiting groups upon request
- Attend all exhibition programming, lectures, and artist talks
- Process sales of merchandise and oversee gift shop during shifts worked
- Input guest book contact information into mailing list spreadsheet weekly
- Answer phones at front desk and direct inquiries to staff members as well as record messages

What you will learn:

- The Docent & Guest Services Representative has the opportunity to meet and network with professional artists from around the globe as they exhibit and tour the gallery space.
- A wider knowledge of contemporary artists, contemporary art, and contemporary performance.
- The necessary skills for operating an active contemporary non-profit organization in Portland through working alongside EJ Arts staff.
- How to navigate making meaning in the art world.

The Elisabeth Jones Art Center for Social and Environmental Justice does not discriminate against individuals on the basis of race, color, sex, gender identity, sexual orientation, religion, age, national origin, ability, ancestry, or marital status. Preference will be given to individuals who identify as BIPOC, AAPI, Indigenous American, disabled, or LGBTQ+.

Please send completed application, cover letter, and resume to blaine@elisabethjones.art