

Capitol Docent Position Description

Job Title: Capitol Docent (“Tour Guide”)

Purpose: Docents provide an invaluable service to Capitol visitors, especially visiting school children, by interpreting Utah’s unique history and culture and highlighting the Capitol’s architecture, artworks, and government functions.

Location: Capitol Docents are stationed at a desk just inside the east doors to the main Capitol building at the Utah State Capitol Complex (located at 350 North State Street in Salt Lake City, Utah).

Key Responsibilities:

- Guide up to four 45- to 55-minute tours per shift (must return to docent desk 5 minutes prior to each hour)
- Greet guests, direct them as appropriate, answer questions and give tourist/visitor information
- Assist with Capitol stewardship by keeping a watchful eye on the building and its treasured artifacts

Qualifications:

- Required: Must pass a background check. Must be at least 18 years of age.* Must be physically able to conduct up to four 1-hour walking tours.*
**If you do not fit these qualifications, please let us know as some exceptions are made on a case-by-case basis.*
- Desired: Positive and enthusiastic attitude. Willingness to learn and share information and skills. Punctual and reliable. Able to present information in an unbiased and apolitical manner. Comfortable working with school children as well as audiences of varying ages, physical and mental abilities, ethnicities, etc.

Time Commitment: One 4-hour shift (9 a.m. to 1 p.m. or 1 p.m. to 5 p.m., Monday through Friday) every other week, for a minimum of one year.

Dress Code: Business casual. The Capitol Preservation Board will provide a long-sleeved white button up shirt and a short-sleeved polo with Capitol logos, as well as a nametag and access badge to the building.

Support: Orientation and training for this position will be provided. In addition, Visitor Services Staff will be available for ongoing questions, assistance, and support as needed. Ongoing trainings, volunteer socials, and outings are scheduled quarterly.

Reports to: Visitor Services Manager and Communications Coordinator (Capitol Preservation Board Visitor Services staff)

Benefits to the Volunteer: Docents gain the opportunity to engage with tourists from across Utah, the U.S., and around the globe. Docents develop a special connection with the Capitol community and attend educational workshops, volunteer socials, and outings throughout the year.