

### **What is a Docent/Tour Guide?**

A Docent/Tour Guide is a friendly face providing a warm welcome to Daly House Museum visitors. They take great pleasure in sharing information about the exhibits in the museum and/or garden, whether it's for individuals or groups, and they are happy to lead tours around the museum and/or garden.

### **What's in it for you?**

- Become part of a small, friendly, and dedicated team
- Meet new people
- Develop or enhance your public speaking and teaching skills
- Learn about Brandon history, heritage, and architecture
- Participate in exciting special and cultural events
- Behind the scenes access to the exhibits, and artifacts

We will be proud to offer you a valuable volunteer experience to add to your resume and will happily provide you with letters of reference or certificates for your future professional endeavors.

### **What's Involved?**

- Providing a warm, friendly welcome to all visitors as the public face of Daly House
- Assist in the delivery of Daly House public programs aimed at reaching the broadest possible audience by providing informative, well-researched, and enjoyable talks on Daly House, its history, collection, exhibitions, architecture, and gardens.
- Conduct tours for pre-booked group visits, including a variety of community groups, special interest groups, people from different backgrounds and abilities.
- Handling cash safely and accurately
- Providing general tourism information to visitors aside from the museum tour
- Providing assistance with events, programs, and other activities, optional but preferred
- Maintaining the cleanliness of a heritage house
- Dress in costume (as needed)
- Commitment to a regular docent shift, on either weekly or bi-weekly basis
- Being a great Brandon ambassador, host, and community supporter!

**This role will suit people who ...** have an enthusiastic and friendly manner, enjoy meeting people, working as part of a team, and who love meeting and talking to people of all backgrounds

**Time Commitment:** A minimum of 6 months, flexible schedule

**Qualifications/Skills:** Reliable and punctual – organised schedule, Personable, responsible, and flexible, Confident with public speaking and meeting new people is key, Strong English communication and presentation skills is key, Interest in museum operations and Brandon's history, heritage and/or architecture, Prior museum and gallery experience is an asset, Additional languages are an asset

**Additional Information:**

**Training:**

- Trainees will do a 2-3 shadow shifts (or until comfortable) with fabulous experience docents
- Written materials and information guides are provided as part of the training package.
- Working directly with the Curator for informal interview, scheduling, etc.

**About this Position Description:** This position description is intended to provide an overall view of the role and may change from time to time.

**How to Apply for this Opportunity**

If you are currently a Daly House Volunteer and would like to apply for this opportunity, please contact the curator and set up an interview.

**Contact Information**

Eileen Trott, Curator

Tel: 204-727-1722

Email: [dalymuseum@wcgwave.ca](mailto:dalymuseum@wcgwave.ca)

To become a Daly House Docent/Tour Guide, you need to complete the Daly House Volunteer Application Form and attend a New Volunteer Welcome. To get started please call Daly House at 204-727-1722 Tuesday to Saturday 10 AM – 4PM. Or visit our website at [www.dalyhousemuseum.ca](http://www.dalyhousemuseum.ca) and click on the Get Involved tab.

**About Daly House Museum & Garden**

Built in 1882, the Daly House is a small Victorian Mansion nestled in the heart of Brandon. Originally the home of two of Brandon's prominent families – the Dalys and the Coldwells – it is now the only pre-1900 structure remaining on 18th Street, a municipal heritage site, and a fine example of Italianate architecture. This unique museum with its antique furnishings and displays such as Mutter Brother's Grocery store transports you back in time to the 19th century the second you step through the doors. The house was originally owned by Thomas Mane Daly, Brandon's first lawyer and mayor, Manitoba's first Federal Cabinet Minister, and Canada's first juvenile court judge. In 1898 Daly's law partner George Robson Coldwell purchased the house. The Coldwell family resided in the house until the 1930s. At that time, it was turned into a children's shelter known as the Maples. Forty years later it became Daly House Museum. The museum is operated by the Brandon Museum Inc. - a non-profit and registered charitable organizations and community volunteers.

The Daly House Victorian Garden is a recent addition to the Daly House property. It was only made possible due to generous donations from the community, volunteers and financial support from the Province of Manitoba. In the ten years since its construction it has been tended by volunteers from the Westman Gardeners Club and other community members. The garden is available for the community's use all year round. It is also available for rental for private events including weddings. Contact the museum office for more information on availability and fees for private bookings.