



Indian River County Historical Society

**Indian River County Historical Society
Vero Beach Railroad Station and Exhibit Center**

Docent Responsibilities

The docent represents the Indian River County Historical Society when on duty at the Railroad Station and Exhibit Center. The docent must be able to greet the public with a smile and welcoming attitude, and be willing to learn and share the Indian River County history presented in the exhibits.

Docents should dress appropriately to project a professional image while on duty at the Railroad Station and Exhibit Center. Polos, collared shirts, or tops with shorts, slacks, or skirts are acceptable; no jeans or tee shirts. As a representative of the Indian River County Historical Society, Docent clothing should be free of political emblems, wording, advertising, or photos.

Docents may be on their feet for most or all of their three-hour shift when the Railroad Station is busy, due to limited space. The docent should meet each visitor at the door and explain the self-guided tour and QR codes. Docents can walk around and highlight specific exhibits to spark interest and answer questions.

Docents are acting IRCHS Hosts for the Railroad Station, and should keep conversations focused on Indian River County history. If a visitor attempts to engage in personal, political, religious, or other inappropriate conversation, the Docent should calmly redirect the focus to our exhibits and history.

The Indian River County Historical Society Railroad Station and Exhibit Center does not advertise for other venues, businesses, or nonprofits. This includes personal businesses or business interests of docents or members. Neither Docents nor visitors are allowed to discuss or disperse personal business information or cards when on Railroad Station and Exhibit Center grounds.

If someone wants to donate a historical item they own, direct them to www.irchistorical.com to leave their name, address, and a message. We will mail the necessary paperwork to the donor, giving them guidelines and instructions to contact the historical society curators for review. IRCHS does not accept donations without the proper paperwork.

Docent Duties:

1. Arrive 15 minutes ahead of your shift to prepare the Railroad Station.
2. Unlock Office side and adjust thermostat to 74 degrees, turn on lights. Turn on the fan from the office to the Railroad Station. Lock the Office door at all times.
3. Unlock Railroad Station side and turn on lights.
4. Unlock Exit door Deadbolt.
5. Turn on Exhibit lights with remote, check that all four cases are on.
6. Complete visual check of exhibits to be sure all QR codes are in place. Do not change, move, or add anything to the exhibits.
7. Store personal items in Docent cabinet.
8. Check self-guided tour handouts and other pamphlets on the entry table, replenish when needed.
9. At the end of shift, turn off the display case lights with the remote, and check exhibits for trash or items left behind.
10. Empty the trash to the large trash can out back.
11. On the Office side, turn the thermostat to 78 degrees, turn off lights and lock the Office side.
12. Lock the RR Station Exit door deadbolt. Turn off the lights, lock the outside lock.

Questions? Contact Kent Tamsen, kent_tamsen@yahoo.com

Thank you for being a docent for the Indian River County Historical Society Vero Beach Railroad Station and Exhibit Center!