General Docent Responsibilities

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In your role as docent, please remember that you are representing the Preservation Society, its mission and its proud history. Relax, smile, and be well-prepared. Thank you for volunteering!

* Study your property information and become familiar with your tour theme or street/neighborhood history
* Contact your senior docent if you don’t hear from him/her at least one week before the tour. Make every effort to attend a pre-tour visit if the homeowner requests it; if you cannot, please arrive at least 45 minutes early on tour day to become acquainted with the property
* Dress comfortably in business casual attire and low-heeled shoes
* Be proactive and engage guests in conversation but keep the tour moving; stay aware of following social distancing guidelines
* If you are unable to answer a question, ask a fellow docent for help and/or relay it to your Senior Docent who will pass it along to staff for research.
* Stay at your post FOR SECURITY REASONS. Never leave guests unattended!
* Assist the Senior Docent as requested
* At the end of the tour, check for trash, water bottles, etc. Leave nothing behind.

Tips

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* Research some of Charleston’s architectural styles (as well as your assigned property). What date was your house built? What is the name of the house?
* Emphasize more of the architectural details than the personal details
* What happened there and what is interesting about the era in which the house was built? What factors shaped the style of architecture?
* The docent at the exit might say “Enjoy the rest of the tour. Thank you for joining us today.”