

## Docent Job Description

*Apply by May 15, 2009*

### Position Description

Docents facilitate conversations and lead activities with visitors in the CMA's Permanent Collection, Special Exhibitions, and Outreach Programs. Docents promote a deeper understanding and appreciation of exhibition goals and help ensure that Museum visitors have great experiences.

### Reports to

Educator for Docent Programs (This position is not filled at present, and docents report to the Director of Education.)

### Essential Skills and Attributes

- Enthusiastic personality
- Curiosity
- Public speaking ability
- Positive energy
- Creative & critical thinker
- Resourceful
- Embrace change and challenge

\*\*\*Art knowledge and educational training are not pre-requisites

### Essential Responsibilities

- Lead tours one day a week
- After the training program is completed, docents agree to serve as active docents for at least two years
- Engage visitors in conversations and dialogues regarding the museum's collections and temporary exhibitions
- Ensure a memorable and positive visits, including ensuring comfort and safety of visitors while fostering educational growth
- Attend and actively participate in ongoing docent training
- Participate in a variety of specialization groups (Docents in the Schools, Speakers Bureau, Drawing in Galleries, Family Tour, and so forth)
- Serve as liaisons between staff and visitor

### Expectations

- Able to work with a team, dependable, and flexible
- Enjoy interacting with the public and communicate effectively with individuals, families, and school groups
- Willing to learn new information through hands-on experiences
- Comfortable with public speaking
- Ability to solve problems
- Capable of physical activity, including standing, kneeling, and bending

## **Ongoing Professional Development**

- Docents are required to attend and actively participate in ongoing trainings, which focus on touring strategies and exhibition content.

## **Docent Class Training Details**

- June 2010 is the anticipated graduation date for the July 2009 docent class.
- Interviews will be held. Not all applicants can be chosen to participate due to the small size of docent classes. Docents are one of the many volunteer opportunities at the museum.
- Museum docents enjoy in-depth and hands-on training that prepare them for leading dynamic tours and facilitating discussions. Docents learn interactive teaching techniques for touring children and adults. Docent training also includes the cultural and stylistic backgrounds of visual art, focusing on the CMA collection, as well as critical writing about art.
- Training classes will be held on Monday mornings. Classes take a break in the summer, but trainees will be required to complete reading and writing assignments.

## **Financial Responsibility**

- Docents must maintain a Museum membership.
- Docent candidates will have one-time fees of \$200 to cover the cost of training and a \$50 material fee. The training fee may be paid in installments. A limited number of scholarships are available. \*Special arrangements can be made for college student applicants.

## **Benefits**

Active docents enjoy a number of benefits including:

- Ongoing training on strategies for touring current exhibitions and collections
- Workshops on subjects of special interest
- Quarterly docent newsletter
- Use of CMA's Resource Center and Docent Room
- Art-focused travel opportunities
- Association with interesting and talented people who share common interests