

# Docent Program Application

v07.16

## Personal Information

Full Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary phone number ( \_\_\_\_\_ ) \_\_\_\_\_

Email address \_\_\_\_\_

Are you currently a CMA member?  YES  NO

Are any of your family or friends CMA employees, volunteers or other museum affiliates? Yes  No

Please list \_\_\_\_\_

## When will you be able to conduct tours at CMA?

Monday	Tuesday	Wednesday	Thursday	Friday	Weekday Evenings	Saturday	Sunday

## When will you be able to attend trainings at CMA?

Monday mornings	Thursday evenings (4-6)	Saturday mornings

## How did you hear about the Columbus Museum of Art Docent Program?

Check all that apply

- Website     
  Newspaper     
  Current Docent (name) \_\_\_\_\_  
 Friend     
  Staff member     
  Other \_\_\_\_\_

Have you had previous docent training?  YES  NO

Institution \_\_\_\_\_ How long? \_\_\_\_\_

## Education

List any advanced degrees, certificates, or training you have completed.

School/Organization	Describe the degree, certificate, or training	When was it completed?

## Employment Experience

List your most recent and/or most significant employment

Organization	How long?	Position	Brief description of role

## Volunteer Experience

Organization	How long?	Position	Brief description of role

## Skills and Interests

This section is to help us identify your skills and interests. These statements help us to develop a diverse docent class. Please be honest: there are no correct answers.

Please read all of the following descriptions carefully and rate each item on the following scale:

1 = strongly disagree      2 = disagree      3 = neutral      4 = agree      5 = strongly agree

- \_\_\_\_\_ I enjoy interacting and connecting with many different kinds of people.
- \_\_\_\_\_ I am comfortable with research including internet, library, and primary source.
- \_\_\_\_\_ I fluently speak a second language (which language \_\_\_\_\_).
- \_\_\_\_\_ I have versatile computer skills (i.e. working with Microsoft Office, basic internet functions, social media, troubleshooting basic errors and issues, etc.).
- \_\_\_\_\_ I have a strong interest in art history
- \_\_\_\_\_ I am comfortable with public speaking.
- \_\_\_\_\_ I enjoy creating art (media: \_\_\_\_\_).
- \_\_\_\_\_ I am comfortable working with those who have special needs or disabilities.
- \_\_\_\_\_ I consider myself to be a flexible person and can adapt easily to change.
- \_\_\_\_\_ I am comfortable with giving directions to others and/or managing large groups.
- \_\_\_\_\_ I am comfortable with conversational pauses or periods of silence.
- \_\_\_\_\_ I enjoy problem solving.
- \_\_\_\_\_ I enjoy working with children and students (which age groups/grades? \_\_\_\_\_).
- \_\_\_\_\_ I can relate to teens.
- \_\_\_\_\_ I feel that working with a team is important.
- \_\_\_\_\_ I enjoy trying new things.
- \_\_\_\_\_ Other people consider me to be a good leader/have strong leadership qualities.
- \_\_\_\_\_ I have a healthy sense of humor.

## Technology / Communication

How often do you check your email? \_\_\_Once a week    \_\_\_Once a day    \_\_\_Many times a day

How do you check email/ go online? (Check all that apply) \_\_\_Laptop/desktop    \_\_\_Tablet    \_\_\_Phone

## Personal Statement

Tell us why you are interested in becoming a Docent at the Columbus Museum of Art. Why would you make a great new addition to the CMA Docents?

(Please attach your answer on an additional page. Please do not exceed one page.)

### PLEASE CAREFULLY READ THIS BEFORE SIGNING BELOW:

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. In the event I am selected as a docent candidate at the Columbus Museum of Art I am willing to receive a criminal background check and will comply with all policies and practices established by the program and the Museum.

By submitting this application I am willing to commit to the expectations as outlined in the "2016-2017 CMA Docent Information Sheet".

The Columbus Museum of Art can only accept a limited number of docent candidates. Select applicants will be contacted for an in-person interview. If you are not selected for an interview, a letter will be sent to the mailing address listed on this application.

Applications are due: Friday, July 28, 2016

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Mail application to:

Attn: Docent Class 2017  
Megan Moriarty  
Columbus Museum of Art  
480 E. Broad St.  
Columbus Ohio 43215

Email application to:

Megan Moriarty  
megan.moriarty@cmaohio.org  
Subject line: Docent application

***Great Experiences with Great Art for Everyone***

---

*For internal use only*

Follow up?  YES  NO

Comments: