

Docent Program Application

v07.18

Personal Information

Full Name _____

Mailing Address _____

City _____ State _____ Zip _____

Primary phone number (_____) _____

Email address (required) _____

Are you currently a CMA Member? YES NO

Are any of your family or friends CMA staff persons, volunteers or other Museum Affiliates? YES NO

Please list _____

Availability

Please check all that apply to your general availability below. You are not required to be available at these times; this helps us to know when you are free.

	9a-12p	12p-3p	3p-5p	Evenings*
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday*				
Sunday*				

*We are currently recruiting for Weekday availability as a priority for Class of 2019 and will keep your info on file for the next Evening/Weekend Team recruitment.

When will you be able to attend continuing education sessions at CMA? (Check one or rank in order, 1st-3rd choice.)

Monday mornings (9am-12pm)	Thursday evenings (4-7pm)	Saturday mornings (9am-12pm)

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

CMA Docents are expected to arrive on-site and be ready to lead a tour at least 20 minutes prior to visiting groups' scheduled arrival at the Museum's location at 480 East Broad Street. Will timely transportation to this location pose a difficulty for you?

YES NO

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 consider myself one who rolls with the punches.

_____ I am comfortable in working with adults of various backgrounds.

_____ 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 day ___ Many times a day ___ Once a week

How do you check email/ go online? (Check all that apply) ___ Laptop/desktop ___ Tablet/iPad ___ 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 "2018-2019 CMA Docent Information Sheet" (following page).

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.

Signature of Applicant: _____

Date: _____

Mail application to:

Attn: Docent Class of 2019
Stephanie Samera, Lead for Gallery Learning
Columbus Museum of Art
480 E Broad St
Columbus, OH 43215

Email application to:

Stephanie Samera
stephanie.samera@cmaohio.org
Subject line: 2018-19 Docent Application Materials

[You may also leave your completed application at the Visitor Experience front desk.]

Applications are due: August 15, 2018

Great Experiences with Great Art for Everyone

For internal use only

Follow up? YES NO

Comments:

Dear Applicant,

Thank you for your interest in becoming a docent at the Columbus Museum of Art. Docents are a fundamental part of our mission of creating great experiences with great art for everyone!

CMA Docent Candidates will be expected to:

- Submit to a background check as part of the docent intake process
- Pay the established fee
- Complete the five-month training process
- Commit to serving as a docent for two years and maintain a Museum membership
- Comply with all policies and practices established by the Museum

Additionally, successful Docent Candidates:

- Enjoy working with a team
- Are flexible and dependable
- Are able to solve problems efficiently
- Are comfortable with public speaking and/or speaking with small groups
- Are capable of physical activity, including standing, kneeling and bending for long periods of time

CMA Docent Expectations

Active Docents have one of the most important and impressive roles within the Museum-- helping visitors make meaning during their visit. As a result, we have high expectations for CMA Docents.

CMA Docents and Docent Candidates will be offered free, continuing education sessions that will prepare them to:

- Engage learners of all ages through active listening and responding to visitors
- Approach touring that is welcoming, enthusiastic, and open to a broad range of visitors
- Provide time and space for visitors to notice, think, and wonder
- Support creative conversations through both guided and open-ended questions
- Adjust touring according to group composition and individual visitor interests
- Take responsibility to continue their learning about CMA's museum collection, special exhibitions, and visitor-centered touring techniques
- Collaborate and reflect alongside docent mentors and peers throughout their docent career

The deadline for submitting completed applications is Wednesday, August 15, 2018.

We look forward to receiving your application!

Sincerely,

Stephanie Samera, Lead for Gallery Learning

Lynn Mai, Docent Chair, 2018-2019

CMA Docent Program