



museum of arts and design

### **Guidelines for the MAD Docent Corps**

The Museum of Arts and Design (MAD) accepting applications for volunteers to prepare and lead tours on Thursday evenings, Fridays, Saturdays and Sundays. Weekend docents will be responsible for leading a minimum of two public tours per month, with the expectation of conducting 26 public tours annually. In addition, weekend docents must be available to attend the general docent training meeting held during business hours on the first Monday of every month.

#### Qualifications:

- Excellent public speaking skills
- Interest in contemporary art
- Ability to conduct independent research
- Willing to embrace an interactive, participatory style of teaching
- Willing to participate fully in group activities
- Computer fluency in word processing, Powerpoint, daily email use and Google Drive

#### Responsibilities:

- Attend the special orientation training sessions for new docents consisting of approximately five 2 hour training sessions with at least 10-15 additional hours in tour observation and preparation
- Attend monthly meetings & ongoing training sessions on the first Monday of each month
- Attend special trainings before the opening of a new exhibition
- Give 26 tours a year, including at least 2 weekend tours
- Independent study & research
- Act with professionalism and foster a supportive & respectful relationship with my peers and museum staff.
- Be a working member of at least one committee. We are a self-governing group that make our policy & procedures, approximately 1-2 hours per week.
- Be a member of the museum

#### Time Commitment:

- A 10-session training program will be held during the first half of 2013, with workshops planned for Thursday afternoons and Saturday or Sunday mornings.
- All training is done during the weekdays in the daytime
- Tour opportunities are available on Thursday evenings, Fridays, Saturdays and Sundays.
- Weekly time commitment is approximately 2- 3 hours after training for a new exhibition has been completed