



museum of arts and design

Become a Docent at MAD!

The Museum of Arts and Design (MAD) is currently recruiting volunteer docents to facilitate engaging gallery tours for adult audiences on Fridays, Saturdays, and Sundays. Candidates from a wide range of backgrounds are encouraged to apply as MAD strives to build a docent corps that fully represents the diversity of the New York City community.

Application deadline: January 15, 2018.

About the MAD Docent Program

Docents are highly dedicated volunteers who bring the Museum's collection and exhibitions alive for adult audiences during regularly scheduled public and select private tours. They are a vital link between MAD's visitors and the art in the galleries and further the educational mission of the museum. Docents use inquiry-based and dialogue-driven engagement strategies to explain curatorial ideas and help build deeper, more meaningful connections with the public. They are also part of a vibrant community of lifelong learners as they navigate an active schedule of changing exhibitions that document current and historic innovation in art, craft, and design and champion contemporary makers across creative fields.

Requirements:

- Interest in and appreciation for art and the creative process, including contemporary practices.
- Public speaking skills (prior teaching experience useful but not required)
- Conduct/apply research in art history, education theory, as well as artistic materials & processes. Superior Internet research and computer skills essential.
- Participate in 8-session docent training, including the successful completion of a certification tour.
- Conduct a minimum of 28 tours per year or roughly two per month. Class of 2018 docents will lead tours on Fridays, Saturdays, and Sundays, with additional tour opportunities available during the year.
- Attend monthly Docent Corps meetings, which generally are held the first Monday of each month from 12:30 to 3 pm.
- Attend curator-led tours and study groups during exhibition changeovers. These are held on weekdays during regular Museum hours (10 am to 6 pm). A flexible weekday schedule, therefore, is necessary for successful participation.
- Assist with research preparation and group training when needed.

Benefits:

- Ongoing opportunities for exploring art and culture through lectures and workshops with curators, artists, scholars, and educators.
- Discount to The Store at MAD, and waived admission to museums and cultural institutions throughout New York City.



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New Docent Training

All docent candidates participate in a four-month training program. Mandatory training sessions for the Class of 2018 will be held on the following Tuesdays from 3 to 5 pm:

2018 New Docent Training Sessions:

1. Tuesday, March 6
2. Tuesday, March 20
3. Tuesday, April 3
4. Tuesday, April 17
5. Tuesday, May 1
6. Tuesday, May 15
7. Tuesday, June 5
8. Tuesday, June 19

Individualized Training Sessions with Docent Mentor:

Following completion of all training sessions, candidates will be assigned a docent mentor who will work with them to develop in-gallery engagement skills and prepare them for their certification tour. Individualized training with mentors will be held between June 20 and July 30 (days and times determined by candidate and mentor).

Successful completion of a certification tour, which is conducted by the Docent Program Manager, is required for participation in the MAD Docent Program.

To Apply

Applications are due Monday, January 15, 2018. To fill out an application please go to madmuseum.org/about/volunteers

Candidates selected for an interview will be notified by Monday, January 22, 2018. The first round of interviews will be conducted the week of January 29, 2018. All applicants will be asked to attend a docent-led tour prior to their interview, but the Museum highly recommends attending a tour prior to applying to the program.

Final interviews will be conducted the week of February 12, 2018. Candidates selected for the Docent Training Program will be notified by Monday, February 19, 2018.

No phone calls please.

Info Session

Want more information about the Docent Program? We will be holding an Info Session on Tuesday, January 9, 2018, at 3 pm. Please RSVP to docent.corps@madmuseum.org.