

Docent

Volunteer

DOCENT

Docents are people who lead guided tours through an art gallery for a range of ages and levels of interest. They engage visitors in conversation, enhancing the visitors time at the gallery, and their appreciation for art.

Commitment

- make a minimum commitment of 2 years
- attend regularly scheduled education meetings to learn about new exhibitions, develop professionally, and refine touring strategies
- be available for a minimum of 2-4 tours monthly, given the demand. Tours normally last between 1 - 2 hours and may occur on weekends, evenings, and holidays

Training

- attend an 8 week training session - once a week for 2-3 hours
- shadow active docents or gallery staff for up to 5 tours
- have an evaluation with the Curator or Curatorial Assistant prior to touring a group
- participate in emergency and safety procedures training as required

Duties & Responsibilities

- have a background or keen interest in art
- commit to additional time for independent reading, research, and tour planning
- are skilled in public speaking and facilitating small groups including young school children, high-school students, adults and/or special needs patrons
- provide guests with a positive impression of the gallery by maintaining a friendly and approachable manner when dealing with guests, staff, and other volunteers
- maintain a relaxed and confident demeanour
- work as team players when facilitating and planning large group tours, but are able to work independently in dealing with smaller groups
- plan each tour appropriate to the age and needs of the group, using inquiry, discussion, and interactive strategies to help visitors make personal connections with art
- use the computer and internet to facilitate research and communication
- follow all conduct and procedures as outlined in the Volunteer Handbook
- ensure the safety of patrons, volunteers, and staff through the proper implementation and enforcement of emergency and safety procedures
- undergo a Vulnerable Sector Screening security check at the expense of the Gallery**

** This will be reimbursed after three months of successful volunteer involvement, at the point that a volunteer graduates from a *provisional* to an *active* volunteer.

Get Involved & Be Inspired

Volunteers will play an increased and vital role at the *Judith & Norman ALIX Art Gallery*. Volunteering is fun, challenging, and full of rewards for you and those around you. Check out the many opportunities that are available and consider sharing your skills, time, and love of art with your community.

All *Judith & Norman ALIX Art Gallery* Volunteers:

- are interested in historical and/or contemporary art
- are members of the *Judith & Norman ALIX Art Gallery*
- are ambassadors of the gallery
- are enthusiastic and willing to learn
- are reliable and punctual
- possess good interpersonal and communication skills
- provide a successful level of job performance
- abide by the *Judith & Norman ALIX Art Gallery* policies & procedures for volunteers
- have access to email and the internet
- attend a general orientation session as arranged by gallery staff
- undergo specific training in their assigned placements
- discuss any questions, issues, or problems with their gallery supervisor in their placement area
- have obtained an appropriate Vulnerable Sector Screening security police check

Volunteering at the *Judith & Norman ALIX Art Gallery* will provide an opportunity for you to connect with people who share your interests and gain a behind-the-scenes view of the gallery and its operation. As volunteer members, you will have additional benefits as well including discounts on gallery programming and invitations to exhibition previews. It's also a great way for high-school students to accumulate their volunteer hours.

How to become a Volunteer - Next Steps

Staff will be contacting everyone who has filled out an "expression of interest" form and invite them to a detailed information session early in 2012. At that session all interested volunteers will be asked to fill out an application form, which will also be available at the reception desk and on line at www.artgallerylambton.ca. Candidates will be interviewed, and all volunteers will go through a screening process that varies depending on the volunteer position. Screening procedures can include, but are not necessarily limited to, an application form, an interview, and reference checks.



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www.artgallerylambton.ca or find us on facebook