

## Position Description

**Title** Volunteer Docent

**Reports to** Curator of Education

### Nature and Scope of Position

Volunteer docents are an essential part of the Madison Museum of Contemporary Art's educational mission. Their most important role is to assist Education Department staff in meeting the needs of groups who request tours of exhibitions. Docents prepare for their role by attending exhibition orientations, reading background materials prepared by the education department, conducting independent research, and developing a tour plan for each exhibition. They are representatives of MMoCA and should have thorough knowledge of the museum and its exhibitions and programs.

### Requirements of the Position—Docents should

- attend all exhibition orientation sessions and continuing education programs.
- thoroughly study docent orientation materials provided by the Education Department.
- be familiar with all current exhibitions.
- develop a tour plan for each exhibition.

### Time Commitment—Docents should

- be available to give 36 tours per year and help meet tour requests during peak school tour season. The Education Department recognizes that docents often have multiple obligations, including other volunteer commitments, work, family, and travel. Accordingly, tour scheduling is flexible.
- read orientation materials and develop a tour plan by selecting and further studying specific works of art.
- attend MMoCA's lecture series and docent education programs.

### Qualifications

- Strong interpersonal skills, including an ability to listen and respond appropriately to visitors' questions and comments
- Enthusiasm for art and for people
- Open-mindedness, curiosity, flexibility, and a sense of humor
- Willingness to entertain new ideas and approaches to art-making
- Desire to work with the public to facilitate their understanding of visual art
- Reliability
- Ability to organize a series of points and observations about works of art in a logical and engaging fashion
- Time management skills

### Benefits

- Private orientations with artists and curators
- 20% staff discount at MMoCA's award-winning Museum Store
- Invitation to all exhibition openings
- Opportunity to work within an intellectually, emotionally, and visually stimulating environment
- Lectures and programs arranged exclusively for MMoCA's docents
- Participation in and contribution to contemporary art and culture
- Satisfaction in providing an essential community service