



CULTURAL SERVICES DIVISION

Judith & Norman ALIX Art Gallery
147 Lochiel Street
Sarnia, Ontario N7T 0B4
Telephone: 519-336-8127
Fax: 519-336-8128
www.jnaag.ca



DOCENT (TOUR GUIDE)

DOCENT

All docents start as animators. Upon completing animator duties, they can enrol to become docents. Docents are people who lead guided tours through the art gallery for a range of ages and levels of interest. They listen to visitors, engage them in conversation and enhance the visitors time at the gallery, and their appreciation for art.

COMMITMENT

- Make a minimum commitment of 2 years
- Attend monthly scheduled training sessions to develop professionally, and refine engagement strategies
- Attend specialized training opportunities throughout the year
- Be available to animate the gallery space for a minimum of 1–3 times monthly
- Be available for a minimum of 1-2 tours per month, given the demand. Tours last between 15 minutes and 1 hour and may occur during the weekday, on weekends, evenings, and holidays

TRAINING

- Attend a general introduction session to the gallery and Lambton County operations
- Become familiar and comply with Docents Best Practices as provided by the gallery
- Shadow active docents or gallery staff as required and determined by gallery staff
- Have an evaluation with the Community Art & Education or Curatorial staff prior to touring a group
- Participate in emergency and safety procedures training as required
- Attend exhibition cycle review sessions
- Stay up-to-date on exhibition research by signing up for the JNAAG's Google Classroom
- Share your knowledge with the docent group and support animators interested in becoming docents



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DUTIES AND RESPONSIBILITIES

- Have an interest in all art
- Commit to additional time for independent and team reading, research, and tour planning
- Are skilled or interested in public speaking and facilitating small groups including young school children, high school students, adults and/or special needs patrons
- Are a skilled listener and able to adapt to the needs of the attending group
- 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 demeanor
- Work as team players when facilitating and planning large group tours, but are able to work independently in dealing with smaller groups
- Using tools and training provided, 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
- Provide an outline of your proposed tour to the Community Art & Education Coordinator and Curator prior to tours for feedback and approval
- Research and share findings with the docent group
- Have the Internet and a Gmail account for research and participation in the JNAAG Google Classroom
- 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 as per training provided
- Participate in regular guided self-reflection and review processes
- Undergo a Vulnerable Sector Screening security check, at the expense of the gallery*
- In the case of sudden illness, emergency or schedule conflict, the docent will consult the docent contact list and make every effort possible to cover the tour they have committed to. They will then inform the Community Art & Education Coordinator about this change.

* Costs will be reimbursed after one year of successful volunteer involvement, at the point that a volunteer graduates from a provisional to an active volunteer.



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GET INVOLVED AND 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 art as a form of expression and communication
- Are curious about artists as well as their varied perspectives, stories and creative processes
- Are members of the Judith & Norman Alix Art Gallery
- Are ambassadors of the gallery
- Are enthusiastic and life-long learners
- Are reliable and punctual
- Posses good interpersonal and communication skills
- Provide a successful level of job performance
- Abide by the Judith & Norman Alix Art Gallery policies and procedures for volunteers
- Have access to a Gmail account and 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 as 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 application form and invite them to an information session. 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, a criminal record and reference checks.