

BRAITHWAITE FINE ARTS GALLERY

Job Description Form

SUU COLLEGE of PERFORMING
and VISUAL ARTS
BRAITHWAITE
FINE ARTS GALLERY

Division/Department	Visitors Services
Location	SUU Campus, 351 West University Boulevard Cedar City, UT 84720
Job Title	Docent
Reports to	Visitors Services Manager Title

Type of position: Volunteer

Hours_____ / week will vary upon assignment. The schedule will be worked out at the mutual convenience of the Volunteer and the staff.

GENERAL DESCRIPTION

Docents are an integral part of the art museum, helping to share information about our facilities, and working to create a more vivid experience for visitors. SUMA docents work in a team environment to assist in presenting tours to visitors and educational programs to school students, as well as providing information to all gallery visitors.

QUALIFICATIONS

An interest, awareness or knowledge of Art, Art Forms, Teaching, or specific exhibit

- Excellent oral communication and interpersonal skills
- Good leadership and organization skills
- A desire to facilitate enjoyable learning experiences for young people
- Ability to work in a cooperative team context
- Must have or obtain a current cleared Consent for Disclosure of Criminal Record

DUTIES

Samples of activities may include:

- Share information with visitors about facilities and exhibits
- Implement curriculum-based programs for school students
- Read notes, attend training, study and practice presentations for the specific program
- Program set up and clean up, monitor and report on program supplies
- Monitor the use of art supplies and exhibits to ensure they are safely moved to and from storage
- Report program feedback to the supervisor and identify potential program improvements
- Update records using PastPerfect software

REVIEWED BY _____ *Title*

APPROVED BY _____ *Title*

DATE POSTED

Personal Information

Full Name:

Last First M.I.

Address:

Street Address Apartment #

City State ZIP Code

Home Phone:

() _____

Alternate Phone:

() _____

E-mail Address:

Volunteer Information

Your

Interests:

(Examples: Docent, Children's Education, Exhibit Setup, Data Entry, Front Desk Help)

Gallery Hours:

June - August

Monday - Saturday, 11 a.m. to 7 p.m.

September - May

Tuesday - Saturday, noon to 7 p.m.

**Days and
Hours You're
Available:**

(see Gallery
Hours above)

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Emergency Contact Information

Full Name:

Last First M.I.

Address:

Street Address Apartment #

City State ZIP Code

**Primary
Phone:**

() _____

Alternate Phone:

() _____

Relationship:
