

# BRAITHWAITE FINE ARTS GALLERY

Job Description Form

<b>Division/Department:</b> Visitors Services	
<b>Location:</b>	SUU Campus, 351 West University Boulevard   Cedar City, UT 84720
<b>Job Type:</b> Volunteer	<b>Job Title:</b> Docent/Education Assistant/Gallery Assistant
<b>Reports to:</b> Visitors Services Manager	

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

## GENERAL DESCRIPTION

Volunteers 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. Opportunities for helping are varied. Some examples include:

- Gallery docents work in a team environment to assist in presenting tours to visitors.
- Educational Assistants present art programs to students and supervise activities.

## 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*

## 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:** \_\_\_\_\_