



MUSEUM OF CONTEMPORARY ART DOCENT PROGRAM

Docents have the unique opportunity to act as “ambassadors” for the Museum of Contemporary Art (MOCA). Through innovative programs, cultural activities and events, MOCA focuses on its mission of “...making contemporary art accessible to diverse audiences – especially underserved populations – through the collection, preservation and exhibition of the best of contemporary art and its art historical influences.” It is through our docents that we are able to actively engage our patrons in the contemporary art world.

A docent provides the rewarding opportunity to welcome and conduct guided tours for our visitors. Museum tours are approximately 45 minutes in length and focus on key points of our current exhibition.

REQUIREMENTS TO PARTICIPATE IN MOCA’S DOCENT PROGRAM

- Be at least 18 years old of age
- Enjoy meeting and working with new people
- Have a strong interest in contemporary art
- Have access to and regularly use e-mail
- Have flexibility in your schedule and can commit to one year, two 3.5-hour shifts per month and attend at least 8 docent training meetings per year
- Maintain a minimum individual, artist or student level membership at MOCA
- Pass standard background check, facilitated by MOCA staff

HOW TO GET INVOLVED AS A DOCENT

1. Candidates must first complete a docent application (available online) which is to be submitted via email to the Education Administrator.
2. The Education Administrator will contact the candidate to schedule a brief meeting to determine match.
3. Once appropriate placement has been determined, the candidate will attend a docent orientation meeting, at which time the candidate will be given required reading on the current exhibition to be completed before the first docent training meeting.
4. Next the candidate must attend one docent training meeting and then satisfactorily complete a mock tour in order to begin volunteering as a docent.
5. Finally the new docent will sign the docent agreement form and be added to the monthly schedule.

SCHEDULING

Docents are scheduled per exhibition by the Education Administrator, who will contact the docents via email to develop the schedule. Shifts are generally scheduled as follows:

Wednesday MOCA by Moonlight	6:00-9:00 p.m.
Saturday	12:00-3:00 p.m.
Sunday	12:00-3:00 p.m.
Last Friday of every month	6:00-10:00 p.m.

Once you arrive for your scheduled shift, you are required to sign in at the front desk, wear the docent tag, and ask front desk personnel if there are any scheduled tours. If there are no scheduled tours, we ask that you are stationed in the gallery in 20 minute intervals after which you are welcome to take breaks as needed.

Docents will also be asked to assist during school groups tours during the week, based on availability. The Education Administrator will contact docents directly when needed. School group tours are generally scheduled Tuesday through Friday at 10:00 a.m.

In the event you are unable to attend your scheduled shift, you must provide the Education Administrator via email at least 24 hours in advance so as to find a substitute. In the case of an emergency, please contact the Education Administrator at the cell phone number provided as soon as possible, which is to be used ONLY in the case of an emergency.

TRAINING

- Docent training meetings are scheduled at the discretion of the Curator of Education, who will inform all docents of the schedule every quarter.
- All training meetings will be provided by the Curator of Education, who will also provide tours of each new exhibit and conduct mock tours with new docent candidates.
- Training meetings will include specialized training in contemporary art, museum education methodology, and history of the museum.
- Initial orientation to the docent program will be scheduled 1 ½ hours prior to docent training meetings in October, December, February, April, June, August.

DRESS CODE

Dress code for docents during museum hours is business casual. We recommend you wear comfortable shoes and will be required to wear a docent tag. During special events such as openings and cocktail receptions, cocktail attire is encouraged.

BENEFITS

- Monthly docent training with Curator of Education on contemporary art
- Mentorship opportunities with junior docent program
- Art Basel event invitations (based on number of hours)
- Docent card
- Invitations to the following:
 - Director walk through, generally provided to staff only (when available)
 - Special collection visits and other local art trips
 - Special sales for all volunteers and docents at the gift shop

JUNIOR DOCENT PROGRAM

Junior Docents MOCA educators lead free, weekly after-school art history and creative writing instruction for students ages 13-18. The aim is to enable teens to develop critical thinking skills in the visual arts and learn on-site about career possibilities in various art fields. Students meet weekly to learn about contemporary art and develop skills in writing, design, public speaking, and to create content for the MOCAZINE, the museum's acclaimed arts journal by and for teens. Docents are invited to attend junior docent classes and discuss their experience as a docent. They are also encouraged to invite junior docents to shadow them during a tour.

COLLEGE DOCENT PROGRAM

This pilot project is geared towards art history students currently enrolled in their sophomore or junior year. Candidates for the project will be selected through professor recommendations and will be required to commit to one day a week for the length of the exhibition. Students will be provided with intensive two-day training on the current exhibit and develop a project based on their experience interacting with museum patrons. Their work will be used for either a letter grade in an art history class, as an article for MOCAZINE, or as a presentation for the junior docent program.