

BAM Provisional Docent Education Program 2018 - 2019

Thank you for your interest in our 2018-19 Docent Training Program. Our docents not only provide a valuable service to the museum and the community, but they also have the opportunity to meet and learn from some of the finest artists in the world of art, craft, and design.

ROLE OF A DOCENT

We strive to effectively engage our visitors in stimulating conversations about the art, thereby enriching their art-viewing experience.

TRAINING PROGRAM

Our 2018-19 training program will begin on **September 17, 2018** and end on **June 3, 2019**. Half-day classes are on most Mondays and will conclude with a graduation lunch on **June 3, 2019**. For more information on schedule and curriculum, please review sections: Class Schedule, Learning Objectives, and Class Requirements.

CRITERIA AND COMMITMENTS

We are looking for candidates who have good communication skills, enjoy working with people of all ages, and have an enthusiasm for art, craft, and design. **Since we usually communicate through e-mail and docents-in-training will do research on a password-protected website (extranet), it is necessary to have an e-mail address, access to a computer, and connection to the internet.** Following graduation, docents are asked to serve for a minimum of two years, working at least 16 two-hour time slots per year performing gallery duty and leading tours. Docents will prepare for their time slots in various ways: by attending walk-throughs and workshops of new exhibitions and by researching extensive information on a docent-specific website and in the docent library.

COSTS

Once accepted, Provisional Docents must be or become Bellevue Arts Museum members. General memberships are available starting at \$65. Once accepted, Provisional Docents may purchase memberships at 20% discount (not available online, in-museum only.) In addition, there will be tuition fee of \$250 to cover class expenses. Tuition is due on the first day of class.

APPLICATION & INTERVIEW PROCESS

If you are interested in becoming a Bellevue Arts Museum docent, please submit the Application Form on the website. Within two weeks of application receipt, a BAM staff member will phone to review the program schedule and requirements and to schedule an interview time. **Interviews with candidates will be hosted on *only* three Mondays in June and/or July.** Only those candidates who apply at the end of July will be scheduled for an August interview. Class space is limited. We encourage you to apply before July to secure an interview time.

FURTHER INFORMATION

Contact Julia Miller, Director of Learning & Public Programming at 425.519.0741 or juliam@bellevuearts.org

CLASS SCHEDULE*Subject to change.*

The curriculum includes touring techniques, engagement skills, the museum's history and architecture, a survey of design and of the five media of fine crafts – wood, glass, metal, fiber, and clay.

All sessions are scheduled in the Museum Auditorium unless otherwise noted.

FALL SESSION

Monday, Sept. 17, 2018	10 am – 1 pm
Monday, Sept. 24, 2018	1 – 4 pm
Monday, Oct. 1, 2018	10 am – 12:30 pm
Monday, Oct. 15, 2018	10 am – 1 pm
Monday, Oct. 22, 2018	1 – 4 pm
Monday, Oct. 29, 2018	10 am – 1 pm
Monday, Nov. 5, 2018	10 am – 12:30 pm
Monday, Nov. 12, 2018	1 – 4 pm
Monday, Nov. 19, 2018	1 – 4 pm
Monday, Dec. 10, 2018	10 am – 1 pm

DOCENT HOLIDAY LUNCHEON

Monday, Dec. 3, 2018	11 am – 1 pm (tent)
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WINTER SESSION

Monday, Jan. 7, 2019	10 am – 12:30 pm
Monday, Jan. 14, 2019	1 – 4 pm
Monday, Jan. 28, 2019	1 – 4 pm
Monday, Feb. 4, 2019	10 am – 12:30 pm
Monday, Feb. 11, 2019	1 – 4 pm
Monday, Feb. 25, 2019	1 – 4 pm
Monday, Mar. 4, 2019	10 am – 12:30 pm
Monday, Mar. 11, 2019	1 – 4 pm
Monday, Mar. 18, 2019	10 am – 1 pm
Monday, Mar. 25, 2019	1 – 4 pm

SPRING SESSION

Monday, April 1, 2019	10 am – 12:30 pm
Monday, April 8, 2019	1 – 4 pm
Monday, April 15, 2019	10 am – 1 pm
Monday, April 22, 2019	10 am – 1 pm
Monday, April 29, 2019	1 – 4 pm
Monday, May 6, 2019	10 am – 12:30 pm
Monday, May 13, 2019	1 – 4 pm
Monday, May 20, 2019	1 – 4 pm

GRADUATION LUNCH

Monday, June 3, 2019	11 am – 1pm
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LEARNING OBJECTIVES

Docents-in-training will also spend time outside of class on assignments: researching information, attending museum and docent events and preparing for in-class presentations. We estimate students will spend approximately 10-15 hours each month outside of class in preparation and activities.

- 1) **Docents will demonstrate a variety of touring techniques to ensure the best possible experience for Museum visitors including the ability to:**
 - a. Target audiences.
 - b. Present and carry through a theme.
 - c. Engage visitors with questions; utilize visual thinking strategies (VTS).
 - d. Display information about the exhibitions, artists, and processes.
 - e. Speak clearly, loudly, and enthusiastically.
- 2) **Docents will demonstrate effective gallery duty techniques in approaching and engaging visitors.**
- 3) **Docents will demonstrate knowledge of history and techniques of:**
 - a. Glass
 - b. Clay
 - c. Wood
 - d. Fiber
 - e. Metal
 - f. Design
- 4) **Docents will use the following resources:**
 - a. Docent extranet & VicNet
 - b. Docent library
 - c. Museum's website
- 5) **Docents will demonstrate understanding of the principles and elements of art and design.**
 - a. Docents will compare and contrast multiple works of art.
- 6) **Docents will demonstrate knowledge of the Museum's mission, vision, history, and architecture.**
- 7) **Docents will demonstrate knowledge of docent and Museum programs and procedures including:**
 - a. Docent guidelines, by-laws, and committee structure.
 - b. Docent procedures for signing-up for Gallery Duty, trading scheduled slots, and confirming touring assignments.
 - c. Museum policies, procedures, programs, and services as they relate to docents and visitors.
 - d. Emergency exits and the appropriate response to emergency situations.

CLASS REQUIREMENTS

ASSIGNMENTS

To be done outside of class.

- 1) Use the Bellevue Arts Museum website
- 2) Use the docent extranet & VicNet
- 3) Use the docent library
- 4) Attend a docent general meeting
- 5) Attend a Bellevue Arts Museum lecture, symposium, Holiday Lunch, or Preview Party
- 6) Shadow a docent on gallery duty
- 7) Shadow a docent on two tours: one adult and one children's
- 8) Shadow a docent on a Spot Talk

PRACTICES

To be done in class; however, preparation outside of class will be necessary for the first four practices.

- 1) Give a home art talk

- 2) Guide a compare and contrast discussion
- 3) Give a 15-minute tour
- 4) Give a 25-minute tour
- 5) Practice gallery duty techniques & Spot Talks
- 6) Practice Visual Thinking Strategies (VTS) techniques