

VOLUNTEER JOB DESCRIPTIONS—ARTS & CULTURE DEPARTMENT

Gallery Docent

Summary:

Gallery docents take time to learn everything they can about an exhibit—its art and artist(s). They provide guided tours, fun facts, and information to gallery visitors. Docents interact a great deal with gallery visitors act as a representative for the Kayrod Gallery. Docents are needed during regular gallery hours as well as during exhibition opening receptions.

Note: This position may require some weekend and evening work. Notice will be provided in advance, options and arrangements for weekend and evening work.

Duties and Responsibilities:

- Assist with facilitation of the Kayrod Gallery events—set up/break down for receptions and other events, greet visitors, stroll to answer questions and provide information
- Lead guided tours and assist participants with navigating gallery exhibitions
- Maintain a knowledge of art prices and assist in the sale of art
- Remind visitors to donate
- Provide information on items of special interests/attention and emphasize safety information
- Serve as greeters in the building, at the Kayrod Gallery Exhibits, and at special events
- Serve as Art Gallery docents to provide guided tours of art exhibits or on field trips

Interests:

- Art—in any medium, of any period, or genre
- History
- Teaching
- Giving educational lectures

Ideal Qualifications, Skills and Abilities:

- Working knowledge of art and art history a plus
- Great oral communications skills
- Light physical stamina for guided tours (ability to be on feet or use assistive technology for longer periods of time) and assisting with light meeting space set-up and break-down
- Ability to engage people in learning new things
- Comfort with making donation requests
- Warm and welcoming disposition