



Haggin Museum Volunteer Docent Description

Museum Mission: The Haggin Museum inspires present and future generations to appreciate the fine arts and regional history by engaging our visitors' creative, social, and learning interests through exhibitions, programs, and events.

Education Department Mission: The Haggin Museum provides a learning environment that engages the community and fosters the flow of ideas about history and the arts.

Staff Coordinator/Supervisor: Lindsey Munzel, Director of Education; and Aly Kowalski, Education Assistant

Description: Docents are trained volunteers who provide educational services for museum visitors. They provide a welcoming environment, guide visitors through the museum and programs, and help to care for the collections. The Haggin Museum focuses on the history of the city of Stockton, California, and San Joaquin Valley, American and European art c. 1850-1910, and features rotating temporary exhibitions. We offer programs for elementary, middle, and high school students, preschools, senior living facilities, and much more. To learn more about our programs visit www.hagginmuseum.org.

Responsibilities & Duties:

- Greet and welcome visitors.
- Conduct museum tours for approximately one hour in length for audiences of diverse backgrounds with may include school-age children, young adults, educators, seniors, visitors with special needs, and those for whom English is not their first language.
- Travel to local schools to lead Museum2Schools classroom programs.
- Maintain the security of the collection during tours.
- Lead tours and programs for which you are trained.
- Continually be aware and keep informed about changes in the exhibits.
- Represent the Haggin Museum in a professional and courteous manner to members of the visiting public.
- Interact with program participants and visitors in a positive and engaging manner.
- Ensure tours and programs are delivered in a timely manner.
- Ensure tour and program materials are properly handled and maintained.
- Assist with the set-up and take-down of program materials.

Qualifications:

- Interest in working with people.
- Comfortable speaking in front of groups.

- Desire to learn about art and history, and share their knowledge.
- Reliable and punctual.
- Flexibility, enthusiasm, and an attitude of respect for working with diverse staff and visitors.
- Physically able to lead tours around the museum.
- Interest in learning and teaching. Experience in education or teaching may be helpful, but not required.
- Attention to detail and accuracy.
- An attitude of tolerance and respect for all people's point of view.

Training & Commitments:

- Attend all training sessions. This includes two semesters of history training, one semester of Museum2Schools classroom program training, and one semester of art training. Absences must be excused by the Education Department and an arrangement will be made to make up the missed session.
- Docents will be considered "In-Training" until they have completed the initial training course.
- Follow and observe at least three different tour guides for museum tours or Museum2Schools classroom programs in order to volunteer for a tour or Museum2Schools program.
- Docents are expected to volunteer at the Museum for two years after they complete training.
- Attend monthly Docent Council meetings which include a business meeting and continuing education programming. Absences must be excused by the Docent Council Secretary.
- Keep personal copy of the directory and handbook up to date.
- Arrange for your own substitute and notify staff and the tour scheduler of changes.
- Earn 12 credits for the year. Credits are earned in a variety of ways, including leading tours and programs.

Benefits:

- Field trip opportunities
- Access to the Docent Council Library
- Continuing education
- Close-knit community of docents
- Social events

Applicants may apply at any time. Applicants will be interviewed prior to acceptance to the program.

They are then welcome to join the next art or history training course.

The art and history training courses take place in alternate years.

The next training course will be history training and is scheduled to begin in the fall of 2018.

Haggin Museum Volunteer Docent Application

Thank you for your interest in volunteering at the Haggin Museum as a docent. Docents provide a valuable service on behalf of the museum by leading tours, guiding visitors on the weekends, leading programs in school classrooms, helping with special events, and much more.

Please fill out and return this application to education@hagginmuseum.org or mail it in to the Education Department at 1201 N. Pershing Ave, Stockton, CA 95203.

Name: _____

Residence: _____

Mailing address (if different): _____

Home phone: _____

Cell phone: _____

Email: _____

Current and previous work and volunteer experience: _____

Language/s spoken: _____

How did you hear about us? _____

What interests you in becoming a docent for the Haggin Museum? _____

Hours and days available for volunteer work: _____

Signature _____

Date _____