

Volunteer Position Announcement

Organization: National Museum of Women in the Arts
Position: Docent
Type: Part-time
Department: Education

Position Summary:

The National Museum of Women in the Arts (NMWA) Docent Corps is a team of talented and dedicated individuals who serve the museum as volunteer educators. In advance of reopening we're recruiting a new docent class. Docents facilitate high quality, in-person, interactive, visitor-centered collection and exhibition experiences for adult groups. Docents commit to an initial training, lasting approximately one year, and at least two years of service.

Docent Responsibilities:

A docent in good standing will:

- Successfully complete docent training:
 - Participate in weekly docent training sessions, beginning fall 2022.
 - Complete all related assignments.
 - Facilitate all assigned practice presentations.
 - Develop an outline for a Conversation Piece, which highlights two works of art.
 - Practice presentation techniques by facilitating Conversation Pieces for NMWA visitors.
 - Develop an initial Collection Highlights Tour outline.
 - Practice Collection Highlights Tour with peers.
 - Successfully facilitate a staff-shadowed practice tour for the public.
- Welcome assigned tour groups.
- Answer general questions about the history of the museum and building, as well as the collection and exhibitions.
- Facilitate visitor-centered collection and exhibition tours and talks for adult audiences.
- Sign up for shifts and record attendance through an online scheduling system.
- Participate in ongoing continuing education opportunities, including exhibition walkthroughs.

- Agree to periodic review of teaching by museum educators to hone and grow your facilitation skills.
- Attend the annual volunteer meeting.
- Read and retain all information shared via volunteer newsletters, schedules, and emails.
- Respond to volunteer manager communications by provided deadlines.
- Commit to at least two years of volunteer service, completing at least 60 hours of annual service (a minimum of 2 tours/month).
- Champion women through the arts.
- Demonstrate a commitment to diversity, equity, accessibility, and inclusion (DEAI).
- Abide by all policies and procedures outlined in the volunteer handbook.

After successfully completing docent training, interested docents may also sign up for additional trainings to:

- Facilitate tours for school and youth groups (ages 3–18).
- Facilitate off-site and/or virtual Collection Highlights Talks for groups unable to visit the museum in person.
- Support virtual Collection Highlights Talks by handling Zoom administration.

Qualifications:

Docent candidates must be 18 years of age or older and fluent in English, though candidates fluent in additional languages, including ASL, are especially encouraged to apply. In addition, the ideal docent candidate will have the following qualifications:

- A passion for championing women in the arts.
- A desire to learn about women in the arts.
- Exceptional interpersonal skills, including but not limited to respectful listening and the ability to engage people with diverse backgrounds in meaningful conversations.
- A strong interest in customer service.
- Respect and sensitivity for all, regardless of ability, age, gender identity, race, or religion.
- The ability to be a team player and to adapt easily to a rapidly changing environment.
- Attention to detail and willingness to take initiative.
- Punctuality, flexibility, patience, and professionalism.
- Basic computer, email, and internet skills to access training information, administer schedule online, and be in contact with volunteer manager
- Self-directed motivation to prepare for class, study course material, and develop tours independently.
- Experience facilitating conversations or giving presentations a plus, though not required.

Volunteer Benefits:

All NMWA volunteers enjoy rewarding experiences welcoming, guiding, and assisting visitors, as well as collegial interaction with staff members and colleagues. In addition, volunteers in good standing receive:

- Educational benefits:
 - Ongoing continuing education opportunities
 - Research privileges in the Betty Boyd Dettre Library and Research Center
 - Complimentary or reduced admission to select museum programs
 - *Women in the Arts* magazine
- Social benefits:
 - Invitations to social events throughout the year
 - Annual volunteer appreciation party
 - Annual volunteer gift and 10 guest passes for free museum admission
- Museum discounts:
 - Free admission to NMWA
 - NMWA security badge grants the holder free or reduced admission to participating museums across the country
 - 20% discount in the Museum Shop

To apply, submit a [Docent Application Form](#). To request reasonable accommodations in the application or interview process or to apply via email, please notify NMWA's volunteer manager at reservations@nmwa.org.

The National Museum of Women in the Arts (NMWA) is the first museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement and social change.