SPENCER MUSEUM OF ART

Docent Requirements and Benefits

Introduction

The docents at the Spencer Museum of Art serve as volunteer guides to the museum’s collection and special exhibitions. It is open to those who are eager to share their enthusiasm about art with others and who are willing to make a serious commitment of both time and study to the program. To give docents the opportunity to do their best in the program, the museum expects the docents to follow the requirements listed below.

#### Requirements for Docents in Training

1. A two year commitment to the docent program
2. Attendance at all docent meetings and training sessions

 1st & 3rd Thursdays 9:30 PM to 11:30 PM September to May

1. Observe museum tours and two school slide talks (3rd grade spring semester only)
2. Give four school tours in the spring semester
3. Audit an introductory art history course during the first year
4. Join the Friends of the Art Museum

### Requirements for Second-Year Docents

* Attend all docent meetings and training sessions
* Give a minimum of two school slide talks (3rd grade Program only) and four school tours each semester
1. Observe and practice a minimum of two adult tours during the fall semester
2. Give a minimum of **eight** **tours a year** in addition to the required school

 presentations and museum tours

1. Membership in Friends of the Art Museum

##### Requirements for Experienced Docents

1. Attend all docent meetings and required training sessions
2. Give a minimum of two school slide talks (3rd grade Program only) and four school

 tours each semester

1. Give a minimum of **ten** **tours a year** in addition to the required school

 presentations and museum tours

1. Membership in Friends of the Art Museum

##### Docent Accountability

* If a docent is unable to attend a docent meeting or training session, she or he must call the Docent Program Coordinator (864-0125) in advance to receive an excused absence
1. If a docent is unable to give a tour for which she or he has signed up
2. Find a substitute docent.
3. Inform the Docent Program Coordinator of the change.
* Second-year and experienced docents are allowed two excused absences from docent meetings each semester
1. At the end of each semester, each docent’s attendance record and tour record

 will be evaluated. Docents who are below the minimum number of tours or who

 have missed more than two docent meetings will be on probation. A second

 semester with below minimum participation will result in dismissal from the program

#####  Benefits of Being a Spencer Museum of Art Docent

1. Audit KU art history courses free of charge
2. Lectures and gallery talks by art history faculty, museum curators, and graduate

 interns

1. Work with Lawrence school children in the classroom and museum
2. Camaraderie with others interested in learning and teaching about the museum’s

 collection

1. Trips to area museums to learn about their collections and special exhibitions.
2. Receive a discount on most items in the Museum Shop