



North Carolina Museum of Art

## Docent Job Description

Docents develop and implement art-based experiences, including tours, in the Museum's galleries that are:

- social,
- participatory,
- playful,
- multisensory, and
- personally relevant to tour participants.

To see tours being offered for K–12 students, youth, and adults, please go [here](#).

Because docents and staff invest considerable time and energy in preparing to facilitate tours, docents must commit to at least two years of service after their initial year of training.

### Docent Requirements:

- Docents must be interested in and willing to facilitate tours for PreK–12 students, youth, and adults using conversation and varied kinds of interaction (movement, sound/music, tactile, etc.) to achieve identified goals for specific tour plans.
- Docents must undergo a security check facilitated by Museum staff.
- Experience in education, studio art, anthropology, and art history is appreciated, but not required.
- Engage in hybrid (online and in-person) introductory training sessions from January through May and September through December.
- Training includes:
  - Interactive sessions with NCMA staff.
  - Reading and studying online resources, learning methods of inquiry-based art exploration, hands-on interdisciplinary activities; and
  - Experiencing and practicing strategies for developing interactive, engaging tours for visitors of diverse ages, cultures, abilities, and interests.
- Be a welcoming, inclusive, and professional representative of the NCMA and member of the docent community.
- Practice and implement varied inquiry methods and teaching strategies that support visitor engagement and understanding.

- Develop and write a personal tour plan of the collection to be vetted by the coordinator of tours and docent education.
- Once trained and qualified, facilitate 22 or more interactive tours or other gallery-based experiences for visitors of diverse ages, cultures, abilities, and interests each year.
- Be at the Museum's Information Desk at least 20 minutes before your assigned tour time.
- Be available on the same weekday for at least 32 weeks of the year, including October, November, March, and April.
- Participate in at least 15 ongoing docent professional development sessions per year. These occur on Mondays between September and May from 10:30 am to noon or from 6 to 7:30 pm.
- Sign up to facilitate tours of at least one special exhibition per year. Attend all professional development sessions and in-gallery practicums for that exhibition.
- Read and be responsible for information shared in weekly staff emails and the docent website.
- Facilitate program surveys and other surveys as needed.
- Participate in observing at least one tour by another docent each year.
- Welcome, reflect upon, and adapt tours based on feedback received from visitors, peers, and staff as appropriate.
- Be a welcoming, inclusive, and professional representative of the NCMA.

**Benefits of Being an NCMA Docent:**

- Contributing to the state's art museum and providing memorable experiences for visitors.
- Excellent opportunities for continuing education provided by the NCMA staff and guest speakers.
- Learning with and enjoying social events with a group of thoughtful, professional, and dedicated volunteer educators.
- 10 percent discount at the Museum Store and Iris.

**For more information on becoming an NCMA Docent, please contact Beth Shaw McGuire, Coordinator of tours and docent education, at [beth.mcguire@ncdcr.gov](mailto:beth.mcguire@ncdcr.gov) or (919) 644-6778.**

**To apply to the program, go to the online application form [here](#).**