

Job Title	Docent/ Tour Guide
Position Reports to:	Becky Hewis, Volunteer Coordinator
Time Commitment:	<ul style="list-style-type: none"> <li>• 3-hour shift per week (Monday or Friday mornings)</li> <li>• Courtyard shifts are managed by the courtyard team</li> </ul>
Position Requirements	<ul style="list-style-type: none"> <li>• Vulnerable Sector Police Check</li> <li>• 2 references (at least 1 professional reference)</li> <li>• Membership to the AGB linked with position benefits</li> <li>• Ongoing Health and Safety training</li> </ul>

### Training and Orientation

Volunteers should be prepared to commit one morning a week to this role for an extended period of time. Many of our gardeners have been a part of the conservatory/courtyard team for over 5 years.

**Initial Training:** All new volunteers will be given an initial tour by the team lead. Following this, ongoing mentorship from the team is given.

**Trial Period:** All new team members will be on a probationary period for 3 months. At the end of 3 months, their role will be reviewed by the volunteer coordinator, at which point, both the volunteer and volunteer coordinator will assess if the role is a good fit for the individual.

### Position Overview

The Conservatory has been an integral part of the Art Gallery of Burlington for many years. It is an oasis in the centre of our Gallery. Volunteer gardeners have always maintained this beautiful space that attracts many visitors year round. We have 2 teams of gardeners that ensure our conservatory walkways are always accessible and that all plants and foliage are watered, pruned and well-tended at all times. Please note: Works of art that are integrated into the conservatory are maintained by our exhibition team and are not part of the regular maintenance schedule for gardeners.

The Courtyard is a prime location for Gallery events throughout the summer and an annual outdoor exhibition. Foliage is maintained to accentuate both.

### Position Responsibilities

- Maintenance of plants in the greenhouse and courtyard
- Pruning of shrubs and plants as needed
- Assisting with watering
- Keeping potting shed and visitor walkway clean

### Our Vision:

**The Art Gallery of Burlington frees minds and feeds spirits by sharing, supporting and influencing the visual culture of our times.**

### Position Qualifications

- General gardening skills
- Team player
- Flexibility and a willingness to learn
- An interest in working with all kinds of gallery visitors, including children, young adults, educators, seniors, visitors with special needs, and those for whom English is not a first language
- Ability to access our online volunteer learning platform and logging database

### Position Benefits (some are dependent upon having a gallery membership)

- Reciprocal membership to many galleries in southern Ontario with AGB membership
- Invitations to Openings and other Gallery events
- Semi-annual appreciation events
- After 3-month trial period, a parking pass will be granted to those with an AGB membership. This will be renewed annually. Alternately, volunteers may choose to receive a credit of \$100 towards an art class of their choice (also annually).

**Please note:** All volunteers receive an annual review to ensure all necessary paperwork is up to date and volunteers and staff alike feel that the role is well suited to the individual.



### How to apply/contact:

Please note that all volunteer applications must include:

- A cover letter indicating why you are interested in volunteering with the Art Gallery of Burlington
- a resume that highlights previous experience related to the position

If interested, please contact Becky Hewis at [becky@agb.life](mailto:becky@agb.life)

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