

Job Title	Docent/ Tour Guide
Position Reports to:	Becky Hewis, Volunteer Coordinator
Time Commitment:	<ul style="list-style-type: none"> <li>• 2-hour shift per week plus additional tours each month</li> <li>• Methodology training sessions (1-2 sessions per month)</li> <li>• Periodic Sensitivity Training</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</li> <li>• Ongoing Health and Safety Training</li> </ul>

### Training and Orientation

Volunteers should be prepared to commit a substantial amount of time to the role of docent. An in-depth knowledge of our permanent collection and exhibitions is required by all docents.

**Initial Training:** All docents will be given permanent collection material to learn. In addition, new docents are expected to shadow other team members (for both a gallery shift as well as a tour), as well as listen to the audio guide tour.

**Trial Period:** All new docents 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 Art Gallery of Burlington has the largest collection of contemporary Canadian ceramics in Canada and hosts as many as 20 shows per year. Docents are an integral part of our programming, offering knowledge and insight about our collection to all patrons of the gallery. Docents are responsible for engaging patrons of all ages, offering a dynamic perspective of our space. As a docent team, we are focused on offering an open and accessible platform for all people within our community.

### Position Responsibilities

- Maintain an elevated level of knowledge regarding all art within the space, and develop techniques to convey this information to all age groups
- Ensure visitors feel welcome at Art Gallery of Burlington
- Lead tours throughout the gallery's multiple gallery spaces
- Implement gallery policies and procedures to ensure visitor safety & artifact security
- Clearly & effectively communicating the significance of the art both within our exhibitions and our permanent collection
- Answer visitor questions about the art within the gallery and direct patrons to the appropriate staff for all further inquiries related to the gallery

### 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

- Excellent public speaking skills
- A passion for art and the ability to convey that enthusiasm in a professional and engaging manner
- 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
- Experience in education or teaching is helpful, although not required
- Ability to access our online learning platform and volunteer logging database

### Position Benefits (most dependent upon membership to gallery)

- Reciprocal membership to many galleries in southern Ontario with AGB membership
- Invitations to Openings and other Gallery events
- Semi-annual appreciation events
- Deep connection to the Arts Community within Burlington and beyond
- Scholarly lecture series focused on the contemporary art scene in Canada
- After 3-month trial period, a parking pass will be granted to members of the AGB. 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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