

ADJUNCT DOCENT APPLICATION

ABOUT THE PROGRAM

The Columbia Museum of Art's Docents are an integral part of the museum's education programs with volunteer docents leading interactive tours and studio programs for all ages. Docents represent our vibrant community and facilitate discussion, providing visitors with an opportunity to reflect upon, and better understand art and the role it plays in our lives.

BENEFITS OF THE PROGRAM

- Art history training from curators and museum educators
- Become part of a dynamic group of more than 40 professionals devoted to sharing their love of art with the public
- Meet curators, artists, and visiting scholars and have the opportunity to participate in docent only luncheons and trips

ABOUT THE MUSEUM

The Columbia Museum of Art seeks to inspire, educate and enrich the lives of the community, South Carolinians, tourists and visitors. As an institution we collect and preserve art from around the world, exhibit highly regarded work from a broad range of cultures and provide dynamic educational and cultural programs.

REQUIREMENTS

Candidates applying to be a CMA docent must:

- Have a passionate interest in art and history
- Have an enthusiasm and willingness to learn new things and share ideas with others
- Be willing and able to volunteer and commit to up one year of service as a docent

HOW TO APPLY

- Submit an online application at columbiamuseum.org/docents by OR
- Submit CMA Adjunct Docent Application (attached) and child supervision policy form to:

Columbia Museum of Art
Attn: Glenna Barlow, Education Dept.
P.O. Box 2068
Columbia, SC 29202

or gbarlow@columbiamuseum.org.

APPLICATION

Thank you for your interest in the CMA Docent Corps. Volunteering as a docent is a fulfilling way to enrich your life and share your passion for art and culture with others.

APPLICATION PROCEDURES

Those interested in becoming a docent at the Columbia Museum of Art should submit the following materials for consideration:

- Application
- CMA Child Supervision Policy (attached)
- Resume (optional)

First/Given name		Last/Surname	
Home Address		City/State	Zip
Primary Phone:	Secondary Phone:	Email:	

All CMA docents should have a passionate interest in art and history, be willing to learn new things, and demonstrate an enthusiasm for sharing ideas with others.

1. Please describe the ways in which you embody the characteristics listed in the requirements above.

2. What has been your experience with public speaking? Do you feel comfortable addressing groups?

3. Why do you want to become a docent at the Columbia Museum of Art?

4. What are your hobbies or interests?

5. What language/s do you speak?

6. Describe your educational background, including any degrees with major/minor concentrations you feel might be relevant.

7. Please list all days/times you would be available to lead tours or studio programs as a docent.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
<input type="checkbox"/> EveninG	<input type="checkbox"/> EveninG	<input type="checkbox"/> EveninG	<input type="checkbox"/> EveninG	<input type="checkbox"/> EveninG	<input type="checkbox"/> EveninG	<input type="checkbox"/> EveninG

8. The museum work with a diverse group of audience. Please indicate which types of groups you would be comfortable working with.

<input type="checkbox"/> PreK-12 groups (school tours) <input type="checkbox"/> College/Adult groups <input type="checkbox"/> Seniors <input type="checkbox"/> Groups with special needs	<input type="checkbox"/> Family programs <input type="checkbox"/> Evening tours and programs <input type="checkbox"/> Outreach programs (these may be off-site) with community partners
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9. Why did you choose the specific audiences/tour types in the above question?

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge, and agree to have any of the statements checked by the organization or its representatives.

Signature of Applicant/Date

The Columbia Museum of Art Child Supervision Policy

The Columbia Museum of Art believes a safe environment is necessary for students to learn, engage, and achieve their creative potential. Harassment, intimidation, bullying, or other disruptive behavior is unacceptable conduct that disrupts both a student's ability to learn and the museum's ability to instruct in a safe environment. Educators, docents, interns, staff, and volunteers (hereinafter "instructors") should demonstrate appropriate behavior, treat each other with civility and respect, and refuse to tolerate harassment, intimidation or bullying.

Conduct

This policy relates to appropriate conduct in the museum educational setting. Instructors use the following procedures for all education classes and camps to ensure the safety and well-being of each student:

- Students are supervised by a minimum of two museum-approved instructors at all times.
- One-on-one contact out of sight between instructors and students is prohibited. In situations that require personal conferences, the meeting is to be conducted in view of other adults and/or youths.
- Privacy of youth is respected. Adult leaders must respect the privacy of students in situations such as changing clothes and restroom breaks.
- Discipline must be constructive. Corporal punishment is never permitted.

Consequences and Remedial Measures

If an incident is reported, the CMA Director of Education and Human Resources Manager will conduct an investigation. Consequences and appropriate remedial actions for an educator, docent, intern, staff, and/or volunteer who commit a violation of this policy may include, but not limited to, suspension, dismissal, or removal from the museum.

I agree to abide by the above written policy

Name of Docent

Signature of Docent/Date
