



PALM SPRINGS ART MUSEUM

2018-2019 Docent Annual Service Hour Requirements

Annual Docent Service Hours Requirements

Docent's Service hours are for the fiscal year (October 1 - September 30).

Touring Hours:

- **Adult Touring Docents** – are required to have a **minimum of 12 hours of touring** (1 tour per month) + **76 hours** of attending docent training / meetings, lectures, etc.) = **88 hours total per year**.
- **School Touring Docents** – are required to have a **minimum of 32 hours of touring** (8 months x 2 per month at 2 hours each) + **76 hours** of attending docent training / meetings, lectures, etc.) = **100 hours total per year**.

Note: *Touring hours also include “ASK ME” hours.*

Non-Touring Hours (76):

- Docent Orientation Week Training = **12 hours** (**Mandatory**, unless ill)
- Docent Meetings (3 hours each) x 12 in November-April = **36 hours** (**Mandatory**, unless ill)
- Docent Holiday Luncheon = **2 hours**
- “**Mondays @The Museum**” lectures (8 lectures x 2 hours each) = **16 hours**
- Docent Enrichment Trip = **10 hours**

Note: **Docent Gallery Specialists can include 10 additional hours as credit for “Non-Touring Hours” per exhibition at PSAM, the A+D Center, and at The Galen.**

Additional Non-Touring Hours:

- Exhibition Openings (average of 7 per year x 1-2 hours) = **7-14 hours**
- Free 2nd Sundays, Free Thursday Nights, Art Lectures and Movie Screenings in the Annenberg Theater, and any Museum-sponsored Events, etc.

Non-Approved Hours

- Travel Time
- Social Lunches
- Other Council Meetings
- Research time
- Touring other Galleries, Museums, Facilities, etc.