

Docent Specialist Description, Duties & Obligations

Being a Docent Specialist is a uniquely rewarding opportunity. In addition to learning a great deal about the content of the Special Exhibition, there's an opportunity to form lasting bonds with fellow team members and have a lot of fun at the same time!

Docent Specialists will join a like-minded team whose ultimate purpose is to lead the museum's Special Exhibition tours.

Docents interested in becoming a Docent Specialist are instructed to promptly contact the Docent Specialist Coordinator following the Special Exhibition's announcement.

As a Docent Specialist, you are asked to commit to the following:

- Attend regularly scheduled team meetings leading up to the Special Exhibition's opening date as designated by the Team Leader who will be appointed by the Docent Specialist Coordinator. These meetings are for the purpose of planning the team's exhibition presentation and touring strategies.
- Decide upon, divide up, and complete team research assignments. Each Specialist Docent should write one (or more if desired) Art Study Paper/s for the exhibition. This is not meant to be an exhaustive paper, but rather an investigation of pertinent background information on an artist and artwork. The paper should follow accompanying [Art Study Paper Format](#) and be no longer than 1-3 pages in length. It is not necessary for papers to be written about all of the artworks in an exhibition. (See accompanying [Art Study Paper Example](#) provided.)
- Share your Art Study Papers and references with your team members.
- The team should collectively write Docent Touring Notes on specific area(s) of research. Docent Touring Notes should include visitor engagement and interaction questions and techniques.
For a single artist exhibition - include simple facts about the artworks and artist being presented, artist quotes, artist materials and methods, etc. (See accompanying [Docent Touring Notes Example for Single Artist Exhibition](#).)
For an exhibition with multiple artists - include the common theme connecting the artworks in the exhibition, similarities between artworks, a description of the art movement/s that the works fall into,

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artist mediums represented in the exhibition. (See accompanying [Docent Touring Notes Format for Exhibition with Common Theme\(s\) & Multiple Artists.](#))

- The Team Leader will work with the Specialist Coordinator to prepare an Exhibition Brief. The Exhibition Brief follows a specific format as seen in the example provided from Gerald Clarke's Falling Rock exhibition. A blank template of the Exhibition Brief will also be provided to the Team Leader. (See accompanying [Exhibition Brief Template in Word](#) and [Exhibition Brief Example.](#))
- The Team Leader will assemble the team's Art Study Papers, Touring Notes, and the completed Exhibition Brief and send these to Bob Maietta maiettamd@gmail.com for posting on the Docent Web Portal to benefit all PSAM Docent Tours.
- Team members will organize, schedule, and conduct a walkthrough for the Docent Body and the Museum Ambassadors.
- Docent Specialists may enter an additional 10 hours volunteer time on VIC under the category "Docent Specialist Study Hours."
- Specialist Docents are encouraged to continue doing Highlights Tours if time permits.

Attachments:

1. [Art Study Paper Format](#)
2. [Art Study Paper Example](#)
3. [Docent Touring Notes Example for Single Artist Exhibition](#)
4. [Docent Touring Notes Format for Exhibition with Common Theme\(s\) & Multiple Artists](#)
5. Exhibition Brief Format in WORD - [here](#)
6. [Exhibition Brief Example](#)