



PALM SPRINGS ART MUSEUM DOCENT VOLUNTEER AGREEMENT

Palm Springs Art Museum is an accredited museum member of the American Association of Museums. The museum is a private non-profit institution promoting greater understanding of art through collections, exhibitions, and programs. Volunteers help support a variety of programs, specialized service areas, and events that enhance the museum's strategic initiatives to update the visitor experience, connect audience to art and culture, and strengthen institutional capacity. Volunteers provide these services to visitors, members, and staff at three locations: Palm Springs Art Museum, Architecture and Design Center-Edward Harris Pavilion (Palm Springs), and Palm Springs Art Museum in Palm Desert-The Galen and Faye Sarkowsky Sculpture Garden.

RESPONSIBILITIES

- Demonstrate enthusiasm, initiative and perseverance by committing to a minimum of **12-32 hours of touring + 76 hours of attending docent training / meetings, lectures, enrichment trips, etc.**, each fiscal year (October 1-September 30).
 - **Note: Please refer to the "Annual Docent Service Hours Requirements" handout for further information.**
- Create a welcoming environment by greeting visitors with enthusiasm and engaging them while responding to their individual needs and interests during a docent-led tour.
- Meet requirements for all docent tours: wear **Docent** badge, arrive punctually, be prepared for your tour, and secure a substitute when unable to fulfill a tour.
- Adhere to dress code requirements as indicated by the PSAM Staff Dress Code.
- Understand and be familiar with Docent Guidelines and Confidentiality/Ethics Statement (below).

The museum requires that strict confidentiality be maintained about any information obtained by volunteers concerning this organization as well as the members and others they serve. Volunteers shall not disclose any information obtained in the course of service to any third party without prior consent from the museum. This includes but is not limited to information pertaining to financial status and operations such as budget, donations, of money or gifts-in-kind, gifts of art, salary and/or information pertaining to members, staff or other volunteers.

*To protect the volunteer's right to personal confidentiality, no personal information concerning any volunteer will be divulged without prior written consent except for contact information to be used for museum and **Docent Council** communications. This encompasses all personal information including but not limited to address, telephone number, etc.; failure to comply with the museum's confidentiality policies may result in disciplinary actions including dismissal of volunteer.*



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Volunteers are responsible for promoting and maintaining a positive attitude regarding the museum and its mission, and supporting diversity with tolerance and respect for others.

The museum is accountable to the public as a non-profit institution; therefore, prudent application of its resources is a fundamental responsibility of all volunteers.

ACKNOWLEDGED:

PRINT VOLUNTEER NAME

VOLUNTEER SIGNATURE

DATE

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DATE