

## DOCENT POSITION DESCRIPTION

### School Programs

#### Overview

Do you enjoy connecting and empowering Colorado youth? Join the Denver Art Museum's team and connect with PreK – Grade 5 students or middle school- high School students in the museum! We are currently recruiting new volunteers to work with school groups – and we would love to talk to you more about your interest!

#### We are recruiting for two positions:

- *Primary Age Group Volunteer Docent*
- *Secondary Age Group Volunteer Docent*

We are looking for volunteers who are able to **commit one half day (3 hours) per a week typically between the hours of 9:45- 1 PM** for at least one school year. The school year runs mid-September through June. We ask that you commit to about 30 shifts throughout the school year which allows for 4 break weeks and about 4 weeks of wiggle room if you need to take certain weeks off. Since shifts depend on school demand as we ramp back up to full capacity, **we anticipate your average number of shifts per a school year to be between 15-20.**

- Priority will be given to bilingual (Spanish and English) applicants

#### ***What is a Primary Age Group Volunteer Docent?***

Throughout the school year, DAM welcomes over 70,000 diverse students, teachers, and chaperones from Denver, Colorado, and the region visiting for weekday field trips. Volunteer School Docents work directly with small groups (8-10 students) to facilitate meaningful experiences with art in the museum's galleries. Primary School Docents focus on **Early Childhood – 5 grade visitors** and coach them in brain-building, joyful play and to support close-looking and meaningful connections with art, creativity, and one another.

#### ***What will I get to do?***

Ultimately, you will facilitate 60-minute tour experiences for PreK – Grade 5 students, teachers, and chaperones, weekly throughout the school year. These tours are focused on art and engage with play, close-looking, conversation, and student interest!

#### ***What is a Secondary Age Group Volunteer Docent?***

Secondary School Docents focus on middle school and high school visitors by engaging in 20-minute inquiry-based investigations with small groups connected to themes of identity, power and privilege, design and the environment.

#### ***What will I get to do?***

Ultimately, you will facilitate about 3, 20-minute tour experiences per a shift for middle school and high school students, teachers, and chaperones, weekly throughout the school year. These tours are focused on embracing complexity, thematic investigation and following student interest!



# Why do people enjoy volunteering at the Denver Art Museum?

## Connection

Docents share about the opportunity to build meaningful connections with other volunteers, staff, and visitors.

## Learning

Through trainings, lectures, self-study, and other learning experiences, volunteer docents report how they are always learning something new at the DAM.

## Community

Getting to build relationships and connect with kids and adults from the communities of Denver and beyond is one of the favorite elements of docents' volunteer work at the DAM.



## VISION/MISSION - YOUTH & COMMUNITY ENGAGEMENT PROGRAMS

**Vision:** Youth audiences feel a sense of belonging in the world and experience a personal sense of growth in their path to self-actualization

**Mission:** Year-round activation at-museum, in-community, and online for youth audiences to have personal and shared experiences with art, artists, and cultures that build connections, explore creativity, spark curiosity and critical thinking, and engage in brain-building, joyful play and learning based on their interests and priorities



DAM's school programs rely on a central set of six tenants to engage youth and intergenerational audiences in meaningful experiences related to belonging and personal growth.

**Joyful:** DAM programming is designed to support joyful & transformative experiences with the artworks and each other.

**Collaborative & Build Connection:** Our format promotes collaboration and genuine connection while students construct meaning that is relevant to their lives.

**Engage Critical Thinking:** School Field Trips engage students in critical thinking – about multiple perspectives, social issues, design, and global understanding – and creativity

**Memorable:** With the intention of creating life-long museum visitors/art appreciators, we honor and welcome our school visitors and create opportunities to for memorable encounters with art and the creative process.

**Inclusive & Responsive:** Students represent our most racially, culturally, socio-economically diverse audience group to the museum. Therefore, school programming must be inclusive and culturally responsive – by taking an anti-oppression, anti-racism approach. Additionally, programming will be responsive to our audiences, whether that be the needs of a teachers and their learning goals or the interests of a student.

**Supportive of Everyone Involved:** Our program values and provides value to our audience (students, teachers and chaperones), our staff (learning and engagement, SGR, Visitor operations) and our volunteers.

## POSITION DUTIES

Deliver high-quality, student-centered Museum experiences to students, as outlined through Museum created programming:

- Create opportunities for active participation and encourage students to share their ideas and experiences; Support student inquiry through inviting and posing questions and sharing museum-created resources

- Connect students with works of art and each other by initiating conversations, fostering discoveries, and sharing insights connected to visitor’s ideas; and connection to relevant themes and contemporary topics provided in program
- Engage in critical self-reflection and apply techniques/understandings from trainings, which recognize and respond to a diverse range students’ needs, interests, abilities, and learning styles. This includes but not limited to, trauma-informed practices, culturally responsive/anti-racism facilitation, socially engaged learning, English Language Acquisition techniques, and Special Education training.
- Provide exceptional, student-centered customer service and upholding DAM values, including the racial equity framework.

Commit to service, preparation, and feedback:

- Actively participate in initial and regular trainings (online and in-person)
  - Initial training including-asynchronous online training hours about 20 hours
  - Quarterly in person training (2 hour sessions)
- Present tours and programs in a manner consistent with the goals and objectives outlined by the Department of Learning & Engagement. This includes starting and ending tours on time.
- Embracing flexibility to ensure positive experiences for all school kids. For example, responding to schedule changes, object changes or activity adaptations with a solution-oriented perspective.
- Facilitate communication with other volunteers, gallery hosts, Youth Programs Associates, School Programs Staff, and teachers to provide optimum experience for groups
- Welcome periodic observation and reviews by staff and engage in self-reflection, allowing for personal growth and development.

Work in concert with museum staff and volunteers to:

- Uphold the values and commitments of the Denver Art Museum.
  - We are Dynamic (nimble, flexible diverse)
  - We are Respectful (welcoming, caring, honest, empathetic, authentic, civic)
  - We are Inclusive (engaged, collaborative, connected, altruistic)
  - We are Creative (experimental, brave, bold, empowered)
  - We are Curious (interested, inquisitive)
- Acknowledge that Black lives matter and communities of color—Black, Indigenous, and People of Color—have been underrepresented in art museums; commit to being a platform for all voices, artworks, and perspectives and strive to support racial equity inside and out.
- Maintain an attitude of flexibility and respect in relationships with peers, staff, and visitors.
- Facilitate communication with other volunteers, gallery hosts, and a variety of DAM staff group to provide optimum experience for groups.
- Comply with DAM badging, safety, security, and other operational requirements.

## **DESIRED SKILLS & ABILITIES**

- Enjoy working collaboratively with children and honor their ideas, opinions, and experiences; Previous experience facilitating programming for youth
- Highly organized, reliable, creative, flexible, and enthusiastic about experiential learning and art museum teaching
- Comfort speaking with groups of youth and adults
- Comfortable working independently as well as part of a team with other volunteers, gallery hosts, and other museum staff
- **Spanish language skills, a plus; For use conversing with students, teachers, and chaperones, and some use in delivering programs bilingually**
- Willingness to learn or have knowledge of/experience using English Language Acquisition teaching strategies; strategies for working with students with special needs; facilitation strategies with youth

## REQUIREMENTS

- ✓ Commit to volunteering for a minimum of 30 shifts (Approximately once a week) between September-June
- ✓ Annual background checks
- ✓ Complete required trainings and annual reflection process
- ✓ Communicate via email and use the museum's online software systems
- ✓ Sign a *Letter of Intent* to volunteer at the museum

## Setting

All School Experiences take place in the Denver Art Museum – the Learning & Engagement Center and the museum's galleries. The physical demands and work environment characteristics described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

**Physical demands:** This position requires the capability to move and be present in the galleries, for up to 2 hours at a time, and navigating through the different Museum buildings and on the grounds. This volunteer role requires ability to verbally communicate with students, teachers, chaperones. Position requires ability to carry or wheel teaching materials, with bending and stretching to distribute and collect materials. Stools are available for docent use during or between touring times.

**Work environment:** The majority of volunteering will be performed in museum spaces and galleries, with meetings and trainings taking place in various spaces throughout the museum and online. The noise level in the Museum work environment can vary low to moderate.

## TRAINING

Before the school year starts volunteers will engage in about 20 hours training, 4 hours of observations and an extensive mentoring program. Training consists of asynchronous training online courses which can be completed at your own pace as well as hands-on live in-person training events. The majority of training will take place between August 15-September 12.

## *How do I apply?*

- Visit our website: <https://www.denverartmuseum.org/en/careers-and-volunteers> to submit your application.
- Applications close June 3
- Phone or video interviews will be conducted June 13-July 1
- All applicants will be notified of status by July 15
- New volunteers will join the new employee orientation and welcome day August 10 or August 17