



### **What is a museum docent?**

A docent is a trained teaching guide. The word “docent” is derived from the Latin verb, “docere,” meaning to *teach*. Docents are volunteers in the museum who bring their diverse backgrounds and talents to enhance visitors' experiences. Docents are nonpaid professional volunteers.

### **What are the prerequisites?**

To become a docent at the Burchfield Penney Art Center you must love art and people! You must be enthusiastic, have the ability to think creatively, to listen carefully, and possess a true passion for learning. If you are interested in sparking conversation, have a desire to connect museum visitors to art and ideas, and are committed to creating a unique and meaningful experience for all, you will make an excellent docent.

### **What is the process for becoming a museum docent?**

Prospective docents are first required to complete the volunteer application form and docent questionnaire. You will then be asked to meet with staff and fellow docents to review the application. Applicants accepted into the docent program will be fully trained prior to conducting tours.

**The deadline for submitting an application is Friday, October 1, 2016.**

### **What is required of a Burchfield Penney Art Center Docent?**

Docents are asked to become Burchfield Penney Art Center members and, as such, will enjoy numerous member's benefits. Docents in training are required to attend regular two-hour sessions, a total of 20 sessions in all, scheduled on **Wednesday mornings from 10:00 a.m. to 12:00 p.m.** Docents are expected to commit to the program for one full year after completing training, providing a minimum of two tours monthly. Docents also are strongly encouraged to attend lectures and other educational programming presented by the Burchfield Penney Art Center and other area museums.

### **What does docent training entail?**

Docent training is a multi-layered program with sessions addressing each of the following strands:

- **Strand 1** is designed to familiarize docents with the history of the Burchfield Penney Art Center, the artistic contributions of Charles E. Burchfield, the legacy of Charles Rand Penney, the extensive collection of regional work, special exhibitions and our outstanding sustainable building.
- **Strand 2** focuses on interpretive techniques and questioning strategies. Docents will be trained to develop tours that guarantee visitors learn through an interactive engaging experience.
- **Strand 3** prepares docents to work with a full range of audiences.
- **Strand 4** provides opportunities for shadowing and practice tours designed to ensure that docents reach a comfort level that allows them to confidently lead their own independent tours.

### **Why should I consider becoming a docent?**

**Because we need you!** And as a docent you will be rewarded with life-long learning opportunities in the arts, the camaraderie of Burchfield Penney Art Center's docents and staff and memorable, satisfying experiences as you share your knowledge and love of art with others.

## Anniversary Docent Class Dates

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Are you currently a member of the Burchfield Penney Art Center? \_\_\_\_\_

What would you like to accomplish as a docent? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are your expectations regarding docent training? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you speak another language, know sign language, or have any other skill that would be beneficial as a docent?

\_\_\_\_\_  
\_\_\_\_\_

Have you ever served as a docent in any other organization? If so, please elaborate: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How did you hear about our docent program? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you available for the full scheduled training program? \_\_\_\_\_

If not, please identify dates of absence: \_\_\_\_\_

In your own words, describe what the word "museum" means to you. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Complete this form and return it by Thursday, Friday, October 1, 2016  
for consideration to the Burchfield Penney Art Center Docent Program  
Mary Marino Kozub, Museum Education Manager  
Burchfield Penney Art Center, 1300 Elmwood Ave., Buffalo, NY 14222  
kozubmm@buffalostate.edu

## ***Anniversary Docent Class***

**Dates to remember:**

**The deadline for submitting an application is Friday, October 1, 2016.**

***Interviews:* October 7 & October 11**

***Notification:* October 14**

***Classes: 10:00 AM – 12:00 PM***

***2016:***

**October 19**

**October 26**

**November 2**

**November 9**

**November 16**

**November 30**

**December 7**

**December 14**

***2017:***

**January 4**

**January 11**

**January 18**

**January 25**

**February 1**

**February 8**

**February 15**

**February 22**

**March 8**

**March 15**

**March 22**

**March 29**

***Graduation Tours: April 12 & 13***

**Graduation Celebration  
April 26, 2017**