



- Job Title:** Mesa Contemporary Arts (MCA) Museum Docent
- Reports To:** Colette Pecenka, Site Supervisor: 480-644-6561
- Purpose:** Mesa Contemporary Arts (MCA) Museum relies on the community in order to support its five-gallery visual arts complex, education programs, and special events. A Docent is a teacher, serving MCA and the community in the field of art education. Docents are considered key MCA volunteers.
- Time Commitment:** Docents are expected to work a minimum of 2-3 times per month for 2-3 hours per shift, for a minimum of 50 hours per year. In special circumstances, Docents may discuss a shorter time commitment with the Docent Coordinator. Docents should be able to commit to volunteering at MCA for two years upon completion of required training.
- Qualifications:** This candidate should have a strong passion and excitement for learning and teaching about contemporary art. Candidates should be energetic and enthusiastic. Docents should have a sincere interest in people of all ages, a sense of flexibility and cooperation, a strong attention to detail, and a respectful attitude for all points of view. Upon completion of training, Docents should become comfortable with providing guided tours of MCA. If assisting with exhibitions, this candidate should be able to stand for long periods of time and may be required to **lift up to 50 pounds**. A Docent must be 18 years of age or older.
- Duties:**
- Serve as hosts at the MCA to provide a welcoming atmosphere to the public. Docents are considered key representatives of the gallery.
 - Serve as interpreters and tour guides for children and adults visiting the exhibitions, helping to provide a deeper understanding and appreciation of the artwork.
 - Assist in preserving the collections by providing auxiliary security in exhibition areas. Prepare background information on the works of art in the collection, special exhibitions, and new acquisitions.
- Program Benefits:**
- Networking opportunities with artists, art professionals, and community leaders.
 - Continuing education in modern and contemporary art.
 - Lectures and workshops about current art exhibitions.

Training and Requirements:

All volunteers must attend the Volunteer meetings. In addition, Docents must complete Docent training, which involves contemporary arts, touring methods, and public speaking. Docents will complete several continuing education lectures and meetings for special exhibits. Docents will be in training until they have completed the initial training courses and have passed a sample adult tour with the Docent Coordinator. All Docents are required to become **IN CIRCLE members at a minimum of the \$50 annual level**. Docents are required to arrange for their own substitutes and notify the Site Supervisor of any changes.