

Docent Director Duties

Oversee daily gallery operation and docent involvement. Ensure there is a trained docent available to open the gallery for 4-hours, every day, with the exception of, Thanksgiving, Christmas and New Year's day. Provide training and be available for questions.

- **SCHEDULING:** Create and maintain a monthly calendar through www.signupgenius.com . Email signupgenius to all active docents and monitor until the calendar is full. Signupgenius will automatically email a reminder notice for workdays. Schedule additional docents during special events. Create, print, update monthly calendar at docent desk for docent use in calling next-day docent reminders.
- **MAINTAIN CALENDARS:** In addition to the signupgenius calendar, create and maintain a hard copy calendar on the docent desk. Update desk calendar for docent use, to call with next-day reminders.
- **MAINTAIN LIST OF DOCENTS** and update contact information as needed. Receive potential docent information from president or other sources. Reach out to potential volunteers, interview, confirm appropriate experience or ability to perform duties. Make appointments for training with experienced docent or refer them to assistant for training.
- **TRAINING:** Oversee introduction and orientation of new docents. Provide door code, alarm information and Covid waiver to new docents. Follow up with monthly emails about updates and other pertinent information.

Plan docent introduction to new shows on first Friday of new show.

Delegate overall docent training to **DOCENT DIRECTOR ASSISTANT**, to include but not limited to: Orientation in use of door and alarm codes, opening and closing procedures with use of check list, procedure manual, sales (receipt books, daily log, artist take-in form, contact artist about sale and replacement, red dot wall tag and order wall tag for replacement artwork, use of credit card machine, start music and count change back when accepting cash. Help docents understand how to make changes and personal swaps on signupgenius.

- **PROCEDURES:** The Docent procedural binder is used as a resource manual for docents and contains emergency contacts. Maintain and update the docent manual with the assistance of the President. Keep a copy of all source documents on the Docent Director flash-drive.
- **SUPPLIES:** Provide list of housekeeping supplies to President and bookkeeping supplies to Treasurer. (This job could go to a hostess)

- **CASH BOX:** Make change from cash bag and inform treasurer when cash reserves are low.
- **REPORT VOLUNTEER HOURS:** Forward list of volunteers and hours worked to appropriate person.
- **ATTEND MONTHLY BOARD MEETING:** Prepare monthly board report and submit one week before meeting.
- **WALL TAG REPLACEMENT:** Have new wall tags made for art replacements.
- Report volunteer hours monthly.

DOCENT DIRECTOR ASSISTANT:

- **TRAIN NEW DOCENTS:** Provide training and orientation to new docents in use of door and alarm codes, opening and closing procedures with use of check list, procedure manual, sales (receipt books, daily log, artist take-in form, contact artist about sale and replacement, red dot, order of updated wall tag, use of credit card machine, start music and make change when accepting cash. Help docents understand how to make changes and personal swaps on signupgenius.
- **FIELD QUESTIONS:** Receive phone, text or email questions as to policy, procedure or problems when director not available.
- **RESPOND TO GALLERY:** Assist with high volume of sales, activity or other non-emergency situation a docent may need assistance with, when Docent Director is unavailable.

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