

## ART CENTRE VOLUNTEER POSITION: TOUR GUIDE

The Douglas Family Art Centre is home to one of the largest collections of Walter J. Phillips' artworks that draws inspiration from Lake of the Woods. With three exhibition spaces, the Douglas Family Art Centre also plays host to many other artists throughout the year. Tour Guides are an integral part of our programming, offering knowledge and insight about our collection and exhibitions to all patrons of the gallery. Tour Guides are responsible for engaging patrons of all ages and offering a dynamic perspective of our space. As a team, we are focused on offering an open and accessible platform for all people within our community.

JOB TITLE	
Reporting	Shelby Smith, Art Centre Programmer
Time Commitment	<ul style="list-style-type: none"> <li>● Minimum of one 2 hours shift per week.</li> <li>● Ability to work additional tour shifts throughout the week as needed.</li> <li>● Monthly training sessions.</li> <li>● Commitment to this role for a minimum of 6 months.</li> </ul>
Position Requirements	<ul style="list-style-type: none"> <li>● Vulnerable Sector Police Check</li> <li>● 2 Professional References</li> <li>● Membership to The Muse</li> <li>● Ongoing Health and Safety Training</li> </ul>

TRAINING AND ORIENTATION
<p>Volunteers should be prepared to commit a substantial amount of time to the role of Tour Guide. An in-depth knowledge of our permanent collection and temporary exhibitions is required by all Tour Guides.</p> <p><b>Initial Training:</b> All new Tour Guides will be given information on the permanent Walter J. Phillips' collection and current/upcoming exhibitions to learn. New Tour Guides will be expected to shadow other volunteers and staff.</p> <p><b>Trial Period:</b> All new volunteers will be on a probationary period for three months. At the end of the three months, their role will be reviewed by the Art Centre Programmer and The Muse Director, at which point, both parties will assess if the role is a good fit for both parties.</p> <p><b>Cross-training:</b> Occasionally, volunteers may be asked to complete tasks outside of their normal duties. For example, a Tour Guide may be asked to cover Reception or the Boutique. All regular volunteers will be given basic training on Reception and our Boutique point-of-sale system.</p>

### POSITION RESPONSIBILITIES

- Ensure visitors feel welcome at the Douglas Family Art Centre.
- Maintain a high level of knowledge regarding all art within the permanent collection, as well as the artwork being shown in the temporary exhibitions.
- Ability to educate visitors of all ages about the current exhibitions and founding collection, including their significance to our community and the art world.
- Answer visitor questions about the art within the gallery and direct patrons to the appropriate staff for all further inquiries related to the gallery.

### POSITION QUALIFICATIONS

- Excellent public speaking skills.
- Ability to communicate effectively with various types of gallery visitors including children, young adults, seniors, visitors with special needs, and those whose first language is not English.
- A passion for art and the ability to convey that enthusiasm in an engaging and professional manner.
- A willingness to learn about the various exhibitions and programs presented at the Art Centre.
- Experience in education or teaching is beneficial, but not required.
- Competency in working with computers.

### BENEFITS

*As a member of The Muse:*

- Invitations to exhibition openings and other events, including exclusive "Members Only" events.
- Quarterly Museum / Art Centre Newsletter.
- Free or reduced admission to most exhibits and exhibitions.
- Member pricing on Muse programming.
- 10% discount on gift shop purchases.

*As a volunteer:*

- Invitations to free "Volunteer Only" educational events with Muse staff, artists, and experts.
- Volunteer hours and career-building experiences (for high-school students).
- Work with artists and art experts from across Northwestern Ontario and Manitoba.
- Annual appreciation events.

## HOW TO APPLY:

Interested applicants can submit a completed Volunteer Application Form to Shelby Smith at the Douglas Family Art Centre at 224 Main St. S. Kenora, ON or via email at [ssmith@themusekenora.ca](mailto:ssmith@themusekenora.ca)

Copies of the Volunteer Application can be found at [www.themusekenora.ca/give-and-join/volunteering](http://www.themusekenora.ca/give-and-join/volunteering)