



OPEN POSITIONS ON THE 2019-2021 DOCENT COUNCIL BOARD AND ITS COMMITTEES

NEW!! - SEE LAST POSTING FOR ONLINE SCHEDULING

As we transition from our Training Program back to our regular docent programming, we have several positions open on the Docent Council Board that need to be filled. Please review these volunteer job postings. If you are interested, we invite you to contact the docent listed who will be heading up the committee or group listed. Please understand that your application does not guarantee you will be appointed to this position.

Thank you for your interest!

AD HOC TOURING COMMITTEE - Chair Jessica Gaynor

Position	Description	Skills Required	Lead Docent
Ad Hoc Touring Committee Positions	<ul style="list-style-type: none"> Survey docents regarding the New Tours plan, providing feedback on each new tour type. Developing Visitor Feedback Protocol Work with the Museum's Public Program Manager to enhance tours for the Free Saturday programs. Work with the Museum's Family Program Manager to develop tours and support the Family program on Saturdays. Work to develop resources for all docents in touring with families. Develop quarterly themes for de Young tours with website resources Develop Supplemental Tours for Exhibitions at the Legion of Honor Develop resources to support docents in the area of Diversity, Equality, Access and Inclusion (DEAI). Provide sensitivity information for Special exhibitions. 	<ul style="list-style-type: none"> Attention to detail Spreadsheet skills Good Communication Skills Saturday Docent 	Jessica Gaynor drjess49@gmail.com

EDUCATION COMMITTEE - Chair Marlene Hesketh

Ipad Committee	The ipad committee prepares Kapsuls for each Special Exhibition and provides ipad training for docents. Meetings	<ul style="list-style-type: none"> Ipad skills Kapsul Management and Development 	Jan Lachman jan.e.lachman@comcast.net
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	as needed with the committee. Projects are done independently.	<ul style="list-style-type: none"> • Self - Motivated 	
AOA Steering Committee	<ul style="list-style-type: none"> • The AOA Steering Committee is a group of docents who work toward advancing study in the area of Africa, Oceania and the Americas through study groups. New members are needed. • Meetings include the Education Committee and the AOA Steering Committee. 	<ul style="list-style-type: none"> • Collaborative Decision Making • Interest in AOA Research 	Christina Crosby ccrosby@sbcglobal.net

NATIONAL DOCENT SYMPOSIUM - Co-Chairs Mina Shea and Cheryl Bancroft

NDS Representatives	<ul style="list-style-type: none"> • Get to know what is happening on a national level with docents in the US and Canada. We would like to train two new liaisons who will work on providing information and updates from the National Docent Symposium Council (NDSC) www.nationaldocents.org and our FAMSF docent community. • Champion our FAMSF docent participation on a national level with contributions to the NDSC website and participation in the upcoming National Docent Symposium 2021 to be hosted by the Nelson Atkins Museum in Kansas City. 	<ul style="list-style-type: none"> • Basic Computer Skills • Interest in Docent Education 	Mina Shea minashea@comcast.net
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SCHEDULING - Chair Jan Mishel

Headset Coordinator	<ul style="list-style-type: none"> • Do you like gadgets? We manage the headsets for our special exhibition tours. We are looking into purchasing a new set and it will require testing and choosing the best system for our needs. • Ongoing maintenance is needed to be sure the sets are functioning properly. The distribution and cleaning of the sets is done by the Visitor Experiences Team. 	<ul style="list-style-type: none"> • Self- Motivated • Independent project 	Tricia Hagey thagey@att.net
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WEBSITE STEERING COMMITTEE – Leslie Latham, Maurene Viele, Andrea Husby, Jessica Gaynor

<p>Editor to Post Audio to the A/V Library</p>	<ul style="list-style-type: none"> • If you enjoy listening to audio recordings of our lectures and study groups - perhaps during your commute to the Museums - this is the job for you! • Assist with the posting of audio files and PDFs to the A/V Library pages. It's a well-defined process that other website editors do today. Due to our volume of projects, we'd love to find someone to help. (You are not responsible for the recording, which is done by the dedicated Martha Olson.) 	<ul style="list-style-type: none"> • No special technical skills are required. A willingness to learn new website skills and attention to detail is important. • No meetings (except for training) • About 30 docents are editors today. You can be one too! 	<p>Leslie Latham and Maurene Viele at famsfdocentwebsite@gmail.com</p>
<p>NEW!! Online Scheduling Project Team member</p>	<ul style="list-style-type: none"> • Feasibility project - to determine and evaluate packaged solutions for online sign ups and scheduling against our needs and requirements • Potential uses: for workshop sign ups, module signups, special exhibition and potentially permanent collection public tours • Potential solutions: WhenIWork.com; WhentoWork.com, others • As a team member, you will work collaboratively with an interdisciplinary team 	<ul style="list-style-type: none"> • It is important to be a systematic thinker and collaborative worker • Technical skills are not necessary but a willingness to learn and try out new applications is 	<p>Leslie Latham and Maurene Viele at famsfdocentwebsite@gmail.com</p>