



## Docent Information & Responsibilities

Please park in back if possible or on the side street away from the store front.

HOURS and DOCENT SHIFTS:

Thursday - Saturday: 12 p.m. - 3 and/or 3- 6 p.m.

Sunday: 1:00 p.m. - 4:00 p.m.

**IF YOU ARE UNABLE OR DO NOT WISH TO DOCENT A SHIFT a \$25.00 fee is expected from you in order to cover your shift. Please make check out to Valley Art Gallery.”**

Thank You

DOCENTING:

MEMBERS SHOWING ART at Gallery and/or Airport ARE REQUIRED TO Docent *at least (4)four* shifts.

PLEASE SIGN UP TO DOCENT DURING THE INTAKE OR AT THE GALLERY AS SOON AS POSSIBLE TO GET YOUR DESIRED SHIFTS. Thank You!

If you need to make a change in your scheduled shift - It is efficient to making adjustments or arrangements with your fellow members in advance. Please check the docent calendar, call and ask another member to trade with you.

PLEASE document trades/changes on the calendar -THANK YOU!

***It is vital that we have coverage.***

BATHROOM: A common room for all businesses in the building

Our neighbor businesses are very friendly and helpful. If you have general questions about the building (lights, doors, bathroom, etc) they might be able to answer your questions



## DOCENT INFORMATION AND RESPONSIBILITIES:

**THE KEYS:** Unlock the lock box with the four digit code, (given to you when trained)  
Open or close lock box:  
Press down on “Clear” (C) button ; Enter the combination; Press down “open” button  
Guide compartment door up or down to fully open or close; Once the key has been used to open the door, replace key to the lock box or at the end of your shift.

**OPENING:** Please unlock main doors if not already open by other merchants, open Gallery doors and turn on lights.

**CLOSING:** Please lock all Gallery doors and the main doors (front and back) to the building.

### LIGHTS:

First docent of the day turn lights on/closing docent of the day turn lights off.

### DAILY SHIFT RESPONSIBILITIES:

Please call the next member on the calendar to remind them that they are scheduled for the next day docent shift and place a **red pencil** check mark next to the member name that you have called.

### GREETING:

Please greet customers with a **smile** and a welcome phases:

Here are a few examples or come up with your own welcoming phrase.

- I am so happy you came in today.
- Oh, what a beautiful day thank you for coming in, have you been in before?
- Our gallery is a non-profit made up of 100% volunteer artists.
- If you have any questions regarding the art you find I will be happy to help answer your questions. Enjoy!



### Things to do while you docent:

- Look over the gallery, checking for framed that that needs to be straightened.
- Bring in your own art to work one during your shift.
- Alphabetize the intake forms
- Read the bylaws
- Organize the desk top draw
- dust

If you see something you think would benefit the gallery, please make a note of it and place it in the Gallery Directors folder, (Beverly Johnson). Folder is located in the bottom right side drawer.

**Thank you for all you do for the Gallery Your service is greatly appreciated.**