



Summer, 2019

Re: Learning and Audience Engagement Volunteer Training Class

Hello,

Thank you for your interest in the Interpretive Programs Volunteers Committee at the *Detroit Institute of Arts*. This group of volunteers represents the DIA in our galleries and in the community through engaging interactive presentations and facilitated discussions with visitors. They work hard (and play hard!), but the rewards are infinite.

This year, we are looking for a great deal of flexibility. We will need volunteers who are willing to work in the galleries and also out in the community as we continue to meet the public operating agreements with Wayne, Oakland, and Macomb Counties to bring the museum out into the communities.

As you may already know, the training requirements are extensive. Please read everything carefully before submitting your application. There is a lot to learn and acceptance into the class is only the first step to becoming part of the DIA's essential team of volunteers. Our volunteers are lifelong learners, as training opportunities are available on a continuous basis.

You should also understand that this class of trainees will be scheduled to volunteer during weekend days, in Special Exhibitions, and in our community outreach programs.

Once your completed application is received you will be contacted for an interview. All interviews will be completed by end of August 2019 and you will be notified about your status shortly thereafter.

Class begins on Saturday, September 14, 2019 and completes on June 6, 2020. Upon successful completion of the program you will begin facilitating Public/Family tours the summer of 2020.

We hope to be able to meet with you for the interview, but if upon reading all of the requirements you determine that now is not the best time to apply we will certainly understand and hope to see you for a future class.

Don't hesitate to contact me if you should have any questions or if anything is unclear.

Warm regards, Christine Mark

Staff Advisor

Department of Learning & Audience Engagement

Detroit Institute of Arts, 313.833.1472

[CMark-Curtis@dia.org](mailto:CMark-Curtis@dia.org)

## A Brief Overview of the Training Class

Basic Training Begins: September 14, 2019

Basic Training Concludes: June 6, 2020

- We meet for a full day, 10 a.m. to 3:30 p.m. on Saturdays. Schedule is attached.
- There may be additional half-days per month for focused training, shadowing, coaching and gallery practice.
- Late arrivals and early departures are frowned upon – please be on time and plan on staying until class is dismissed at 3:30pm.
- We break for lunch 12-1pm
- Parking will be free to you in our John R parking lot
- DIA volunteer Photo Name badges are issued the 3<sup>rd</sup> class
- Extended absences from class are not allowed. We understand that occasional emergencies and illnesses may occur. Long vacations or unexcused absences of more than 2 full Saturdays, or 4 half-days will result in removal from the training class. Please read the attachment which outlines class dates. There are no classes adjacent to holidays, and the December break is almost 1 month long.
- Upon completion of training, this class will be responsible for volunteer shifts on weekends, special events and in our Behind the Seen Community Outreach program.
- The Department of Learning & Audience Engagement provides tours for the Public, Families and self-guided school children. Your facilitated tours will be learning opportunities for visitors, including families, which follow a learner-centered, visitor-centered philosophy. Class instruction will concentrate on learner-centered engagement methods. Prior experience with art or art history is not necessarily a consideration for acceptance to the training class.
- This training class is only the beginning. Ongoing training of the permanent collection, techniques and skill-building, special exhibitions, new programs or tours, and ongoing observation and coaching will be part of your commitment to this committee and to the DIA.

- You will be partnered with an experienced peer/mentor who will guide and coach you as you begin your practice.
- We cannot take everyone who applies. Once we receive your application, you will be contacted for an interview.
- All volunteers who work with Learning and Interpretation programs are required to submit to a criminal background check which will be completed by Protection Services and the Human Resources divisions of the DIA.

**Volunteer requirements:**

- *Detroit Institute of Arts* membership
- Membership on the Interpretive Programs Volunteers Committee of the DIA
- Both memberships are required to be renewed yearly

**INTERPRETIVE PROGRAMS VOLUNTEERS  
APPLICATION**

Return to: Christine Mark at [CMark-Curtis@dia.org](mailto:CMark-Curtis@dia.org)  
*To return by mail see below*

***Application MUST be received by August 30, 2019***

**I. Personal Data**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email (required) \_\_\_\_\_

Emergency Contact Person:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

**II. Educational Background**

High School  
Attended \_\_\_\_\_

Undergraduate or Graduate degrees focus:  
\_\_\_\_\_

Languages you feel comfortable touring groups in other than  
English: \_\_\_\_\_

Education and Public Speaking Courses taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Work Experience**

Please list the positions you have held and the dates:

\_\_\_\_\_  
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\_\_\_\_\_  
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**IV. Volunteer Experience**

Please list the organizations, jobs performed, and the dates:

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**V. Information for the DIA's Volunteer Council**

Are you a member of the *Detroit Institute of Arts*?

Yes\_\_\_ DIA Membership Number\_\_\_\_\_

No\_\_\_ I will join the DIA as a member when training begins.

Are you active now, or have you been in the past, in another DIA Volunteer Committee? Yes\_\_\_\_\_ No\_\_\_\_\_

If so, please list your work at the DIA and include the name of the committee, length of service, and approximate number of hours worked per week:

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**VI. Information for the DIA's Interpretive Programs (IPV) Committee**

How did you first learn of the Interpretive Programs Committee?

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Do you have your own transportation? Yes\_\_\_\_\_ No\_\_\_\_\_

Can you commit to the Saturday class training schedule?

Yes\_\_\_\_\_ No\_\_\_\_\_

Are you able to fulfill the attendance requirements for the IPV Training Class year?

Yes \_\_\_\_\_ No \_\_\_\_\_

I am proficient with computers and regularly use email and the internet.

Yes \_\_\_\_\_  
(initial)

Upon successful completion of this training class my primary responsibilities will be to help support L & AE programs during weekend hours, Special exhibitions and Community Outreach. I will choose a commitment day of Saturday day, or Sunday day, on which I may be scheduled in the museum galleries and/or for tours. Commitment days are those which you agree to be available for scheduling volunteer tours.

Agree \_\_\_\_\_ I will be available to the DIA a minimum of 20 tours per year on either Saturday day, or Sunday day after choosing a commitment day when training is completed (about 2 tours a month minimum).

A critical part of the DIA Mission is outreach. You will help us meet this goal by visiting and giving presentations at adult organizations in the tri-county area.

Agree \_\_\_\_\_  
(initial)

What qualities do you think you can bring to the volunteer teaching staff at the DIA? How would you describe yourself?

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**VII. Health**

Do you have any physical or health problems that would make standing or walking for long periods of time a problem? If yes, please describe.

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**VIII. Special Experience**

Explain any special experience or abilities you possess that you consider of particular value to the IPV Committee. Please include languages, as we have many groups requesting tours in languages other than English.

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Do you have any questions about the DIA IPV volunteer Committee?  
Please provide 2 dates you are available to interview in the museum.

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***APPLICATION MUST BE RECEIVED BY AUGUST 30, 2019***

To return by mail:

Christine Mark  
Department of Learning & Audience Engagement  
Detroit Institute of Arts  
5200 Woodward Avenue  
Detroit, MI 48202

FOR OFFICE USE ONLY

Interviewed on \_\_\_\_\_ Time \_\_\_\_\_

Present at interview \_\_\_\_\_

Comments \_\_\_\_\_

Accepted \_\_\_\_\_ Not Accepted \_\_\_\_\_

Date \_\_\_\_\_

Letter Sent \_\_\_\_\_





# Interpretive Programs Volunteers training schedule 2019-2020

## Detroit Institute of Arts

| IPV Training date         | Time   | Programming/Curator   |
|---------------------------|--|---|
| Saturday, September 14    | 9:30am-10:00am-<br>Coffee/bagels<br>12-1pm: Lunch<br>10am-3:30pm- class<br>Holley Room/Galleries | AM: Introductions,<br>museum orientation<br><br>PM: DIA docent led<br>tours |
| Saturday, September 28    | 10am-3:30pm<br>Holley Room   |   |
| Saturday, October 12      | 10am-3:30pm<br>Holley Room   |   |
| Saturday, October 26      | 10am-3:30pm  |   |
| Saturday, November 9      | 10am-3:30pm  |   |
| Saturday, November 16     | 10am-3:30pm  |   |
| Saturday, December 7      | 10am-3:30pm  |   |
| Saturday, December 14     | 10am-3:30pm  |   |
| Saturday, January 11,2020 | 10am-3:30pm  |   |
| Saturday, January 25      | 10am-3:30pm  |   |
| Saturday, February, 8     | 10am-3:30pm  |   |
| Saturday, February 22     | 10am-3:30pm  |   |
| Saturday, March 7         | 10am-3:30pm  |   |
| Saturday, March 21        | 10am-3:30pm  |   |
| Saturday, April 4         | 10am-3:30pm  |   |
| Saturday, April 18        | 10am-3:30pm  |   |
| Saturday, May 2           | 10am-3:30pm  |   |
| Saturday, May 16          | 10am-3:30pm  |   |
| Saturday, May 30          | 10am-3:30pm  |   |
| Saturday, June 6          | 9:30am-3pm   | Graduation Day  |