

## **A Docent's Responsibilities**

**Visitors-** When you are in the Gallery, you are the host/hostess for all visitors. We have many guests who may never have been in our Arts Center or the Gallery before. Welcome them and introduce yourself. Let them know that you can answer their questions and are pleased to assist them with information about the Gallery exhibit and The Plymouth Arts Center. Invite guests to sign the guestbook, as the exhibiting artists appreciate seeing where our visitors come from and reading the guest commentary. Assure guests that the guest book is not used to assemble a mailing list. Printed Gallery Guides are available with information about the current exhibit. The gallery cards posted near each artpiece are numbered and correspond to the list found in the Gallery Guides. You will come across some people that like to just look and won't need or want your help...that's OK.

**Visitor Records -** We will appreciate your help in recording foot traffic and visitors to the Gallery. A guest sheet is provided for you to keep a count of how many visitors come in while you are on duty. Please also note anything of interest you may learn in casual conversation with visitors, such as: First time in our gallery / arts center; part of a school or tour group; Daytrippers visiting the Plymouth area from another location, just for the day, etc. This information is important for our gallery committee and office staff in attracting future artists and it helps us to better plan marketing and promotions.

**Protect the artwork-** Gallery 110 North is fully protected by an electronic alarm system. During regular Gallery hours our Docents provide extra security by being observant of guest movement through the exhibit and are watchful of the entrances to and from the gallery space. This is the most important function of a Docent. Check on the artwork to see if anything is out of order. When visitors come, keep an eye out and an ear open. Let the Docent Coordinator know if you have any questions about what you see or let the office staff know. We do not allow food or open containers in the gallery. No photographs should be taken of the artwork unless authorized by the Artists or Director.

**As a Docent-**you will be responsible for checking the calendar. To sign up on a future day that is convenient for you. This also helps me fill hours easier, less last minute calling. There will always be an updated folder in the drawer of the desk for your info. The folder contains past calendars, monthly tallies, gallery info, and up coming events. You may bring your own work to do while you're sitting, as it can be slow at times. Please clean up after yourself before you leave the gallery. The Thursday before

the opening of a new show, a Docents' Gallery Walk will be held. This is meant to be a private 'preview' and offers an opportunity to meet with one or more of the exhibiting artists for an introduction to the artwork. Often docents pick up interesting views from the artists about the artwork, information about the artists, themselves, and anecdotes that are fun to share with visitors who come to the exhibit. We encourage you to come to the Docent Gallery Walks and the Opening Receptions because they are fun... and may give you a better understanding of the art.

The Plymouth Arts Center and Gallery 110 North thank you for sharing your time and talents with us and with the community. Your presence assures that our guests will have an enhanced experience whenever they visit The Plymouth Arts Center.