**Docent FAQs**

Where should I leave my **belongings** while I tour?

 Lockers are available in the IAE office. Please **do not** leave your belongings at the Front Desk.

Can I **specialize** in one particular age group?

 Docents choose to tour STUDENTS or ADULTS. If you are a school docent, you agree to give one tour per week on a pre-selected day and to tour the school and grade that has registered for that day.

Where should I **enter the building** when I come to NOMA?

 NOMA staff and volunteers are asked to enter via the STAFF AND VOLUNTEER entrance at the back of the museum. This is so that security and visitor service employees can give full attention to visitors entering from the front door and keep track of which staff and volunteers are in the building.

How do I log in to the **docent portal**?

 Just go to [www.noma.org/docents](http://www.noma.org/docents) on the internet. No registration is required.

Do I have to tour every week?

 Your commitment to NOMA as a **school docent** is to give up to two tours one day a week from October – May excluding school holidays. If there are no tours scheduled on your pre- selected day, or if the group is small and does not require all docents to tour, you may be excused from touring by the day captain and/or Curator of Education. Your commitment as an **adult docent** is to give an average of 3 tours per month year round. You can sign up for adult tours as it suits your schedule.

Can I bring my **friends and/or family** to NOMA for free?

 NOMA membership is suggested for all docents. Dual/Family Membership and above allow members to bring guests to NOMA.

How can I **meet with a curator** or other museum staff?

 Please make an appointment with NOMA staff by going through the Curator of Education.

Do I have to be a **member** of NOMA to serve as a docent?

 Membership is not required, but **highly suggested**. Membership benefits include receiving the Arts Quarterly, invitations to Members Previews, and free admission for guests (Dual/Family and above).

What time do I have to be here for my tour?

 Please arrive at least **15 minutes before** a scheduled tour so that you have time to store your things, let the visitor services staff know that you have arrived, and consult with other docents as necessary.

Where should I park?

 Parking is free and abundant in City Park. You may park on Lelong Drive, around Collins Diboll Circle, or behind NOMA on Roosevelt Drive. **Do not park** in front of the Besthoff Sculpture Garden, on the bridges, in reserved handicap spots, or blocking a handicap ramp.

How do I request a **leave of absence**?

 Leaves of absence should be requested in writing and addressed to the Curator of Education.

What do I do if I’m unable to tour at my designated time?

 If you know in advance that you will miss a scheduled tour, please **find a substitute** docent. An unexpected absence on a weekday, should be reported to the Curator of Education by phone or email. If you must miss a weekend tour, please call the Front Desk at 658-4100.

Where should I **sign in** for tours and training?

 During Docent Training, the sign in sheets will be brought to the meeting location. Otherwise, sign in sheets are located in the AIE office.

Where do I find **docent training materials**?

 Printed handouts from Docent Training are located in the AIE offices under the docent bulletin board. They can also be accessed from the docent website– [www.noma.org/docents](http://www.noma.org/docents)

Is it okay to **follow other docents** when they are giving tours?

 Yes, we encourage you to shadow fellow docents, but please let the Curator of Education know of your intentions ahead of time.