



Docent FAQs

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).

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.

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 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.

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.

What time should I arrive 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 leave my **belongings** while I tour?

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

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 IAE office.

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

If you know in advance you must miss a scheduled tour, please **find a substitute** docent. On a weekday, report an unexpected absence to the Curator of Education by phone or email. Over the weekend, please call the Front Desk at 658-4100.

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

Docents choose to tour STUDENTS or ADULTS. School docents agree to give two tours per week on a pre-selected day and to tour the school and grade that has registered for that day. If there are several groups touring on your day you may work with the Day Captain to select the group that best suits your touring style.

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 no tours are 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. There may be months in which three tours are not available for each docent.

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

Printed handouts from Docent Training are located in the IAE offices under the docent bulletin board. They can also be accessed from the docent website– www.noma.org/docents

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

Go to www.noma.org/docents on the internet. No registration is required.

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 and do not interfere with the touring docent's planned tour.

Is it necessary to do extra **research** to prepare for my tours?

Yes, you will likely feel the need to do further reading, attend NOMA public programs, and explore online resources in order to feel best prepared to give tours. As the Docent Program offers an ongoing program of gallery talks and lectures, you will continue to learn over your years of service. It is the nature of museums for exhibitions and works on view to change perpetually.

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.

What should I do if I would like to conduct research in the object files from the **registrar's office**?

Please ask the Curator of Education to set up an appointment with the assistant registrar. You must plan to remain in the registrar's office as the files cannot be removed.

Can I attend NOMA's **programs for educators**?

NOMA offers a few professional development opportunities for educators throughout the school year. These events are for current classroom teachers only. The materials created for these programs are available on NOMA's Educator Toolbox and may be adapted for use on tours.

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

Request a leave of absence in writing addressed to the Curator of Education.