SCHOOL PROGRAMS
Docent Training
Asian Art Museum
Thank you for your interest in the Asian Art Museum’s school programs docent training.

We are currently recruiting applicants for the School Programs Docent Training that will begin Friday, September 6, 2019 and continue through Friday, June 26, 2020 (41 weeks on Friday afternoons from 1–3 pm). The one-year training is a series of interactive workshops, which focus on learning the school tour content and on working with school children grades 4 through 12 in a museum setting. Trainees who have successfully completed this one-year training program will begin a residency period in the following school year 2020–2021, during which trainees will continue to learn-by-doing the programs with lots of support from staff and mentor docents.

During the training, each trainee will shadow other docents, work in tandem with them on tours and finally contribute as an equal partner on the docent teams leading school tours. Each trainee is expected to attend all the training workshops (missing no more than 3) and must pass a qualifying tour during the training year or the residency/practice year. The qualifying tour is a prerequisite to serving as a fully active School Programs Docent. This training is exclusively for School Tours.

Recruitment for School Programs Docents is competitive. We will receive more applications than we have space to accommodate. We are looking for team players who are excited to engage children in active learning about Asian art and culture. We will invite a select group of applicants who pass the initial screening process for a get-to-know-you session in June 2019. The discussion will explore your willingness to work collaboratively and to learn and try new things. The museum will inform all applicants by July 31 whether they will be invited to join the training program.

If you are interested in the program, please plan to attend the information session on Friday, March 29 from 2–4 PM in Samsung Hall at the Asian Art Museum. The purpose of the information session is to provide an overview of the program and the museum’s expectations to help you decide whether this program is for you.

Applications are due on Friday, April 19. Application materials may be accessed here: https://asianartmuseum.wufoo.com/forms/pkeq7jl1ivke8a/
Please read the following carefully before submitting your application.

What will the School Programs Docent Training consist of?

Training will begin on Friday, September 6, 2019, and will include 41 weekly workshops every Friday from 1 – 3 pm through Friday, June 26, 2020. During the residency/practice/qualifying year, you will ideally have flexibility to shadow and tandem school tours Tuesday through Friday, remaining available to be scheduled up to one tour per week from October 2020 through May 2021. Once you are qualified to conduct all the school tours, you will join the cohort of School Programs Docents who are asked to commit to two tours per month, which typically fall between 9:30 am to 2:30 pm, Monday through Friday.

The museum’s own curators and education staff will introduce you to the Asian Art Museum’s world class collection with select invited scholars providing additional content. You will also learn how to engage students in discussions about global cultures, big ideas, and history as well as art and literature. Training will offer interactive, learner-centered student engagement techniques and classroom management tips.

What does it mean to be a School Programs Docent?

School Programs Docents lead tours for diverse school audiences, grades 4 through 12, inspiring them to connect with the art in the museum’s collection. School Programs Docents are the friendly link between the art and California state curriculum requirements.

School Tours cover all cultures represented in the collection—from Persia to Japan and from ancient to contemporary. All trainees will be expected to be prepared to qualify to deliver all current School Tours (http://education.asianart.org/school-programs). Having docents who are able to give all tours will allow maximum flexibility to cover school tour bookings throughout the year.

Last, but not least, you will make deep and lasting friendships through this program.
What qualities would make me a good candidate to be a School Programs Docent?

- A love of working with school-age audiences representing diverse socio-economic backgrounds and education capacities
- A passion for Asian art
- An enjoyment of collaborating with peers and staff to provide the best experience possible for young people
- Being comfortable speaking in front of a group, including your peers and children of all ages
- Enthusiasm, tolerance, and respect for the viewpoints of others
- Flexibility to roll with unexpected changes and adapt graciously to unexpected situations
- The mindset of placing the student at the center of learning; to guide from the side, not be the sage on the stage

As a School Programs Docent Trainee you must be computer-literate with the ability to use email and the Internet. Spoken English is a necessary requirement; however, second languages are extremely desirable. You also should have enough time to commit to both training and touring.

Am I required to have been a teacher or to know classroom instructional techniques to be accepted as a School Programs Docent Trainee?

No. We will provide training in touring techniques for diverse school audiences. You just need an openness to learning interactive, learner-centered techniques and a willingness to work collaboratively with others to create meaningful educational museum experiences for school audiences.

Do I need to have previous knowledge of Asian art or Asian art history?

No. But as a trainee, you will be responsible for learning all the information presented about Asian art, culture, and the collection. This learning takes place in lectures, reading in your own time, watching videos of past lectures at the museum, and self-study to learn the content. Assessment includes quizzes to confirm accuracy of knowledge, as well as required written assignments. Trainees will be evaluated throughout the training process both for required content knowledge and appropriate use of touring techniques by staff and docent mentors.

We strongly urge you to take some tours at the Asian Art Museum (http://www.asianart.org/visit/tours) to help you learn more about the museum’s history and collection.
Who will be doing the training?
The School Programs Docent Training is under the leadership of the museum’s Director of Education & Interpretation, Deborah Clearwaters, and Manager of School and Teacher Programs, Margaret Yee, teamed up with an experienced group of veteran docents. Trainees will also benefit from the expertise of the museum’s curators and other recognized experts in education, interpretation and Asian art.

What fees and/or costs should I expect to pay?
- Asian Art Museum membership is required of all docent trainees ([http://www.asianart.org/get_involved/join-give](http://www.asianart.org/get_involved/join-give))
- All trainees are expected to pay the Docent Council's annual dues of $30, which cover hospitality and other social expenses of the group
- Most training & reference materials will be shared online and available to you in the museum's non-lending library
- We do not want these fees to be a barrier to any interested candidate. Need-based financial assistance will be available to successful applicants

What are the benefits of being a docent trainee or docent?
As a trainee, you will be invited to ongoing docent continuing education programs. You will be invited to all docent social events, such as a breakfast in September, a Holiday Party in December, and a thank you reception at the end of the school year. You will receive a 10% discount in the museum’s café and a 20% discount in the museum store.

Optional enrichment courtesy of the Society for Asian Art (SAA)
We encourage all trainees to consider joining the Society for Asian Art to have access to their rich array of programming year-round and their enthusiastic community of Asian art lovers. Notably, the Arts of Asia lecture series runs every Friday morning (10:30 am–12:30 pm) during the academic year and features world-renowned experts on Asian art history and archaeology. These lectures are excellent for your continued education about the breadth of Asian art; they often are more focused and academic than might be readily useful in the context of our School Programs, but they will help round out your knowledge for the advanced students you will surely encounter. For information on these lectures and other events sponsored by the SAA, visit their website [https://www.societyforasianart.org](https://www.societyforasianart.org).
Next steps

▶ Save the date and plan to attend the Training Information Session on Friday, March 29, 2–4 pm
▶ Review the Inquiry-based Tours listed on our Guided Gallery Tours webpage to familiarize yourself with the topics and themes our docents cover
▶ Fill out your online application and submit electronically by Friday, April 19

We look forward to reading your applications and bringing together a dynamic, collaborative class of trainees!

School Programs Docent Training Committee
Asian Art Museum
www.asianart.org