

Docent Program Application

v02.09

Internal Use Only

Follow-up with applicant: Yes No

Additional Notes: _____

(Please return to education coordinator for records)

Personal Information

Name:
Last _____ First _____

Address _____

City _____ State _____ Zip _____

Home phone number (_____) _____ Cell phone (_____) _____

Email address _____

Are you a member? Yes No

Are any of your friends or family CMA employees, volunteers or other museum affiliates? Yes No

Please list _____

How did you hear about the Columbus Museum of Art's Docent Program?

- Website
 Current Docent
 Member Magazine
 Suburban News
 Friend
 Staff Member
 Other _____

Education

	Name	City and State	Dates Attended	Degree	Focus Areas
High School					
College					
Graduate School					
Other					

Employment Experience

Organization	How Long?	Position	Brief description of role

Volunteer Experience

Organization	How Long?	Position	Brief description of role

References

Name	Position/Relation	Contact information

Have you had previous Docent training? Yes No

Institution _____ How Long? _____

Special Skills

Please indicate any special skills, hobbies, or interests that you would be able to bring to the CMA Docent Program

Interests and Skills

The next two sections are to help us identify your skills and interests. These statements help us develop a diverse docent class. Please be honest, there are no right answers.

Available Skills: Please read all of the following descriptions carefully and number only your top 4 strengths (1 being your strongest ability). Remember that all of the following refer to professional business level skills.

- _____ I am comfortable producing professional quality research, including internet research, primary source research, library research, and book summations.
- _____ I am comfortable with art history. My focus areas are _____.
- _____ I am comfortable greeting strangers.
- _____ I fluently speak a second language (which language _____).
- _____ I have versatile computer skills (i.e. working with Microsoft office, working with Mac computers, able to troubleshoot basic errors and issues, working with internet based applications, etc.)
- _____ I am an artist. Media _____
- _____ I am comfortable working with people with disabilities.
- _____ I am comfortable with last minute changes.
- _____ I am comfortable with public speaking.
- _____ I am comfortable networking in social situations.
- _____ I am comfortable with giving direction and/or classroom management.
- _____ I am a good listener.
- _____ I am self-directed, able to work independently.

Interests: Please read all of the following descriptions carefully and number only your top 4 interests (1 being the most appealing).

- _____ I enjoy problem solving.
- _____ I enjoy working with adults.
- _____ I enjoy working with children and students (which age groups/grades? _____).
- _____ I enjoy working with teenagers.
- _____ I enjoy traveling with like minded adults.
- _____ I enjoy working as part of a team.
- _____ I enjoy taking risks.
- _____ I enjoy research using various means and organizing information for others to use.
- _____ I enjoy working with technology and computers.
- _____ I enjoy creating art.
- _____ I enjoy providing service to others and being a valuable resource.
- _____ I enjoy interacting and connecting with many different kinds of people.
- _____ I enjoy taking leadership positions.
- _____ I enjoy lectures and professional development.

Personal Statement

Tell us why you are interested in becoming a Docent at the Columbus Museum of Art. What would make you a great new addition to the CMA Docents? What skills would you be able to bring to the position? What experiences have you had in other volunteer or paid positions that would help you as a Docent? (Feel free to use an additional page)

PLEASE READ THIS BEFORE SIGNING BELOW: I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. In the event I am chosen as a Docent at The Columbus Museum of Art I will comply with all policies and practices established by The Columbus Museum of Art.

The Columbus Museum of Art has a limited number of Docent positions available fill quickly. If we are unable to select you for this class a letter will be sent to the mailing address listed on this application. If you reapply for future Docent classes you must resend all application materials.

Signature of Applicant: _____

Date: _____

Due Date: May 15, 2009

Mail resume and application to:
Amanda Kepner
Columbus Museum of Art
480 E. Broad St.
Columbus Ohio 43215
Phone: 614.221.6801
www.columbusmuseum.org

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