



Molly Brown House Museum®

## Docent Training Checklist

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***An aspiring Volunteer Docent must complete the following:***

- Attend volunteer orientation
- Return all paperwork from orientation to Volunteer & Event Coordinator office:
  - Volunteer profile*
  - Background check*
  - Museum ethics contract*
  - Emergency contact information*
- Shadow three tours with three different Docents
- Read through training manual and the biography *Molly Brown: Unraveling the Myth* by Kristin Iverson
- Craft your own tour and schedule a practice tour with a museum staff member. Practice tours are scheduled Monday – Friday either before tours begin (9:30am) or after the last tour has left (4:00/4:30pm)
- Attend continuing education opportunities as they arise. Some continuing education sessions will require your attendance. Please make arrangements to receive the information if you cannot make a session.
- Docent Tour follow-up. Once a year the volunteer coordinator or other museum staff member will join your tour as a review.