



Monona Terrace Community and Convention Center Volunteer Docent Essential Information and Responsibilities

Mission of the Volunteer Docent Program:

- Lead tours that focus on Monona Terrace as an expression of Frank Lloyd Wright's organic architecture, a landmark in Madison history, and a contemporary facility for conference and community use.
- Facilitate outreach school programs about Wright and architecture.
- Share information with a variety of audiences including conference attendees, Wright enthusiasts, and students.
- Work in concert with other Monona Terrace staff and services to create an exceptionally pleasant and comfortable visit for our guests.

Qualifications:

- Enjoy people.
- Demonstrate an enthusiasm for architecture, local history, and Monona Terrace's place in both.
- Be flexible to adjust to changing assignments and different audiences.
- Possess a desire to learn new information and techniques.
- Must be at least 19 years of age.

Expectations:

- Commit to two years of service.
- Conduct two tours per month.
- Complete the Docent Training Program and a trial orientation period.
- Act as part of a team of volunteers and staff to provide a pleasant experience for our visitors and clients.
- Arrive early for tours to receive an update about the day's use of the building, acquire a key, and otherwise prepare for the tour.
- If you are unable to keep a scheduled commitment, find a substitute docent to act in your absence and notify the Volunteer Coordinator promptly of the change.

Last by not least...

- Continue to learn- take the initiative to seek out answers to your questions and those of visitors by familiarizing yourself with current literature about Wright and Monona Terrace, attending training sessions, consulting staff.

Benefits:

- Enrich your knowledge by participating in volunteer-only training sessions and excursions.
- Meet others who are excited about Frank Lloyd Wright, history, and architecture.
- Park for free when you give a tour.
- Receive invitations to special behind-the-scenes tours, speaker receptions and social events.
- Participate in continuing education opportunities, like Book Club.

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