

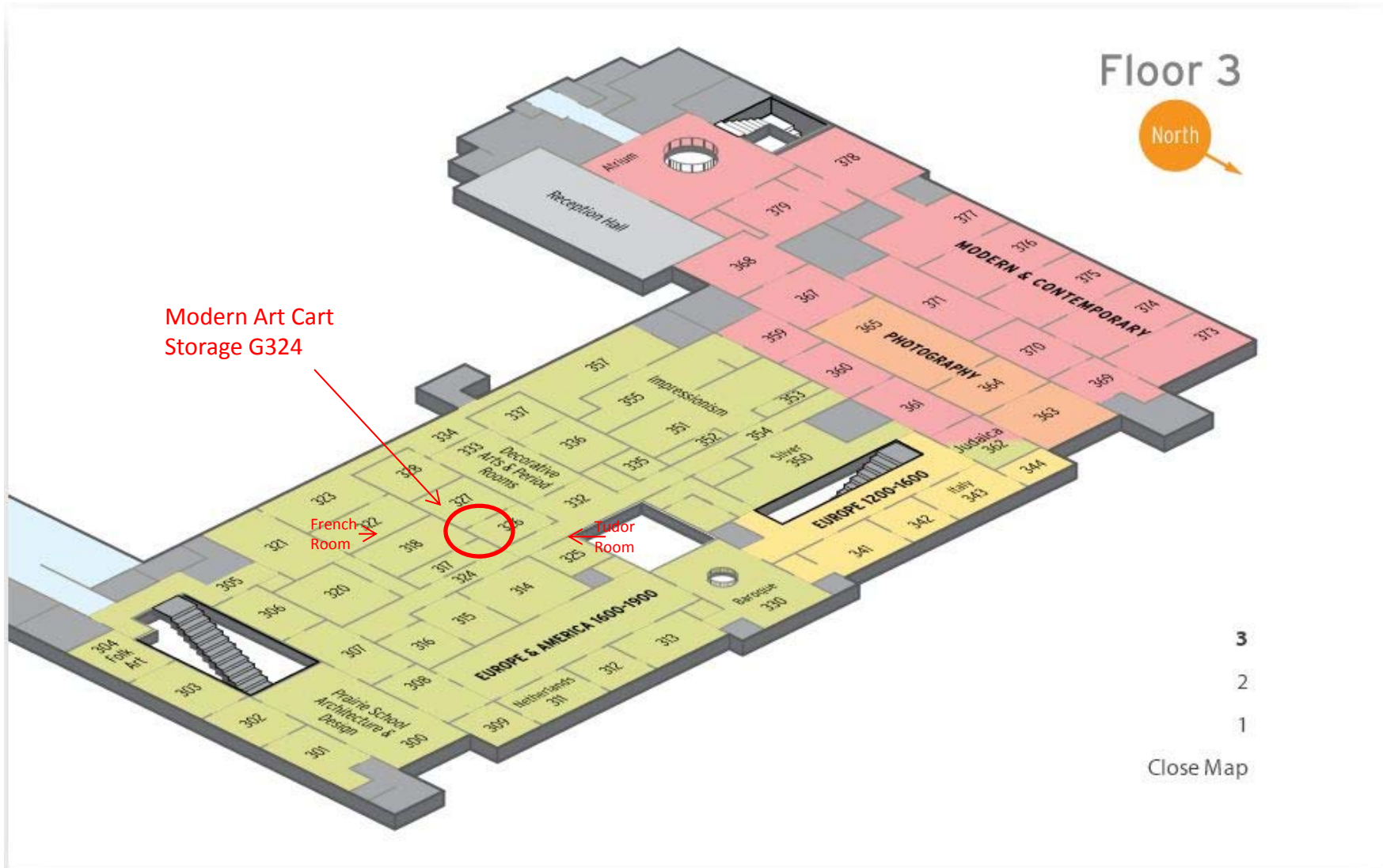
Contemporary World Art Tours and Modern Art Carts

March 21, 2015

Modern Art Cart



Modern Art Cart Storage 3rd Floor – G324 “Costume Closet”



Modern Art Cart Location Gallery 377



Art Cart Guidelines :

- Study the written Art Cart materials before *each* shift and be prepared to discuss *all* objects on the Art Cart
- Arrive on time (*at least* 20 minutes before the shift begins) and insure the cart is ready for visitors at the appointed time
- Exhibit an outgoing, friendly and welcoming attitude while staffing the Art Cart
- Be proactive and invite visitors to explore the Art Cart
- Engage visitors in open-ended discussions about Art Cart objects rather than lecturing to them
- Stress the fragility and authenticity of objects, where appropriate
- Assist visitors in establishing connections between the objects on the Art Cart and the permanent collection

Tour Days

Each guide is assigned a “tour day” (Thursday evening, Saturday, or Sunday). Guides will be assigned tours and Art Cart shifts only on their tour day, unless permission is given to make an assignment on another day of the week.

Tour Confirmations

When you are assigned a tour or Art Cart, you will receive a tour confirmation form by email for each assignment (tour, Art Cart, etc.) four weeks before the date of the assignment.

Tour Confirmation
Minneapolis Institute of Arts

Tour Office x3140

MIA - Tour Office
2400 Third Avenue South

Minneapolis , MN, 55404

Confirmation #: 25763.68850

Tour Type: Art Cart

Tour Topic: China Art Cart

Description: Art Cart for MIA - Tour Office

Date/Time: Saturday, April 18, 2015 from 2:00PM to 4:00PM

Group Size:

Age Group: Public

Chaperones:

NOTE: Please have your participants divided into the number of groups corresponding to the number of guides listed below.

Additional Information:

Lead: Johnny Johns, 612-442-1436

Volunteer(s) Assigned: Phillis Peterson, 651-735-5646

Time Sent: 3/20/2015 8:38:01 AM

Tour Confirmation
Minneapolis Institute of Arts

Tour Office x3140

MIA - Tour Office
2400 Third Avenue South

Minneapolis , MN, 55404

Confirmation #: 25491.68848

Tour Type: Public Tour

Tour Topic: Contemporary World Art

Description: Public Tour for MIA - Tour Office

Date/Time: Saturday, April 18, 2015 from 3:00PM to 4:00PM

Group Size:

Age Group: Public

Chaperones:

NOTE: Please have your participants divided into the number of groups corresponding to the number of guides listed below.

Additional Information:

Lead: Jean Fuentes , [612-377-4824](tel:612-377-4824)

From: **Tours** <tours@artsmia.org>
Date: Fri, Mar 20, 2015 at 8:38 AM
Subject: MIA Tour Confirmation for Jean Fuentes
To: "gkegler02@aol.com"
<gkegler02@aol.com>
Cc: Tours <tours@artsmia.org>

Types of Volunteer Assignments

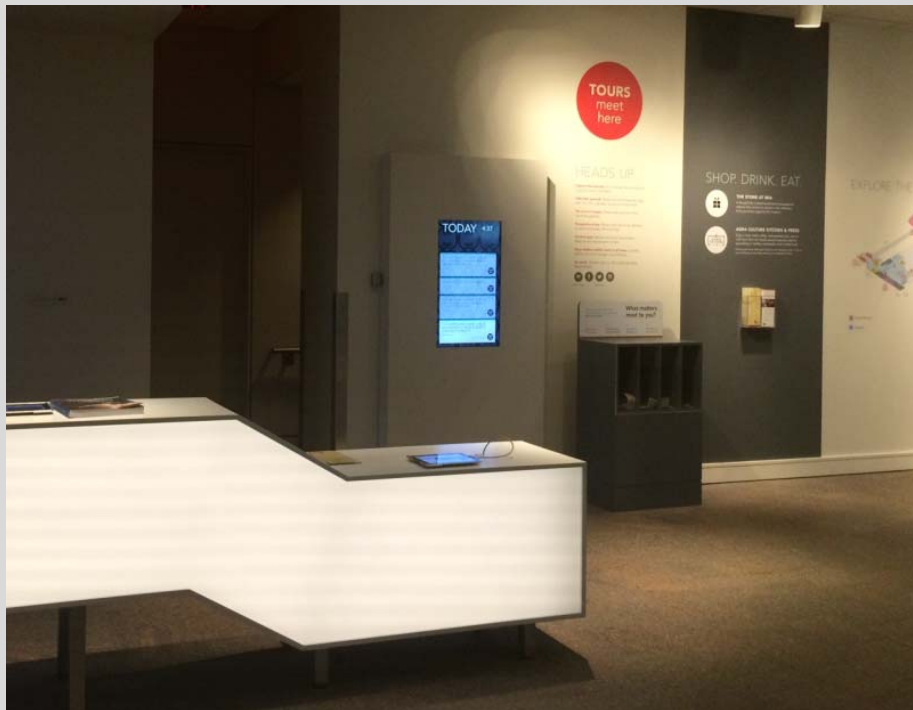
Public Tours: Regularly scheduled, hour-long, drop-in/drop-out guided tours for the general public. These tours begin at the tour kiosk by the Info Bar, unless otherwise specified.

Private Tours: Hour-long tours by advance reservation only for groups of 8 or more of all ages. Reservations for these tours typically require 4 weeks advance notice.

Art Carts: Hands-on learning stations available on a drop-in basis. Art Carts are scheduled/assigned to guides in 2-hour blocks.

Tour Procedures

Upon arriving at the museum check in with the VMS staff at the Info Bar.



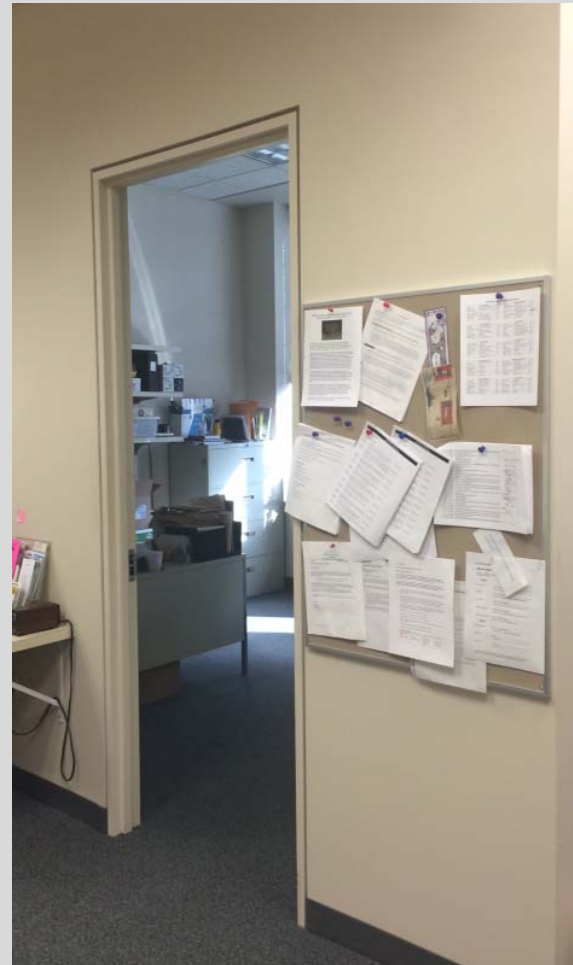
Arrive *at least* 20 minute before your tour.

Walk your tour route.

Be out at the Tour Kiosk at least 5 minutes before your tour start time. (VMS will announce your tour over the P.A.)

Begin your tour on time.

After the tour, return to the Tour Office bulletin board to record your name and the number of people on the tour.



Checking Out

Advise the tour office in writing by way of email at least four weeks plus one day in advance to:

Paula Warn pwarn@artsmia.org (Sunday)

Jennifer Curry jcurry@artsmia.org (Thursday and Saturday)

612-870-3140

Checking out for extended leave (more than 2 months) should go through Ann.

Substitutes

If you are unable to give an assigned tour, **it is your responsibility to find a substitute.** Two “no shows” are grounds for dismissal. **It is your responsibility to let the Tour Office and the lead guide know of the change.** Please have the tour reservation number printed toward the top of the confirmation form available when you call.

Emergency Absences

If an unforeseen emergency arises and you are running late or are unable to make your assignment,

please call the Visitor and Member Center as soon as possible.

612-870-3000

If possible, please also leave a message with the Tour Office at

612-870-3140.



Save the Date!

CIF Summer
Party and
Graduation

Saturday, July
18, 2015

Congratulations and Thank you!



Ann & Laura