

Scottsdale Museum of Contemporary Art

DOCENT SELF EVALUATION

INTRODUCTION

1. Did I arrive 20 minutes early, check with the Coordinator, if applicable, and was I wearing my badge?
2. Did I introduce myself?
3. Did I speak to the group informally as they were gathering to try to determine a couple of the most obviously predominant Viewpoints they might bring to the artwork?
4. Did I explain the rules and manners of the Museum?
5. Did I briefly explain the tour theme?

PRESENTATION

1. Did I attend the exhibition orientation and demo tours?
2. Did I communicate enthusiasm and love of art, and SMILE?
3. Did I ensure that everyone could hear me?
4. Was I able to make my presentation without the use of note cards?
5. Did I use transitions to link one art work to another and one gallery to another gallery?
6. Did I encourage audience participation by:
 - A. maintaining a warm and friendly manner?
 - B. making eye contact with my audience?
 - C. asking pertinent, open-ended questions, and validating all replies?
 - D. answering questions clearly, and saying "I'll find out," rather than give an incorrect answer?
7. Was I able to "move" any in the group from one Viewpoints level to another?

CLOSING

1. Did I recap the theme and main points of the tour?
2. Did I invite the visitors back for future exhibits?
3. Was I on schedule?
4. Did I give the group leader an evaluation form, if applicable?

SUMMARY I would appreciate a workshop on _____

Docents signature _____ Observer signature _____