



MUSEUM POLICIES & REMINDERS FOR DOCENTS

FALL 2024

Docent Office

The Docent Office on the Education Floor is the designated space for docents to prepare for and research their tours. It is open Tuesday-Friday at the hours listed below. On Tuesdays and Thursdays, we ask that you please schedule an appointment to use the office by emailing the Education Dept.

To access the Docent Office, please use the Staff stairwell, rather than the Park Entrance staircase. Be sure to have your badge ready to show Security when accessing the Docent Office.

To avoid overcrowding, only actively touring docents, docent board members, or those conducting research can use the Docent Office at this time.

Monday: Closed

Tuesday: 10am-4:30pm (please schedule to use)

Wednesday: 10am-4:30pm

Thursday: 10am-7:30pm (please schedule to use)

Friday: 10am-4:30pm

Saturday: Closed

Sunday: Closed

Education Office

In order to maintain space to hold private meetings, and out of courtesy for the entire Education Department staff, please do not enter the Education Office unannounced. Unless there is an urgent matter or a question related to that day's tour, docents looking to meet with Education Staff should still schedule an appointment with them in advance, just as we practice with our fellow Museum colleagues.

Additionally, docents should not enter individual staff offices without an appointment. If you need to drop off items, please leave them at the Visitor Services desk or in the Docent Office.

If you need to use the copier machine while working in the Docent Office, please check that a meeting is not taking place before entering the Education Office. We appreciate everyone's efforts in maintaining a quiet, organized, and productive work environment for all.

Ridley-Tree Education Center & Employee Areas

The Ridley-Tree Education Center and employee areas at SBMA remain restricted to staff unless you have an appointment or meeting.

Meetings with Docents

If you need to schedule a meeting with fellow docents, the Family Resource Center can be made available with an appointment. Please contact the Education Department at least 3-days in advance to book a meeting space

and indicate the size of your group.

[Gallery Access](#)

Docents have access to the galleries during all public hours.

[Lockers](#)

Lockers are available for use in both the State Street and Park Entrance lobbies. We encourage docents to store personal belongings in a locker during your tour. (Please note that lockers are for day-use only and nothing should be stored overnight).

[Visitor Services Desk](#)

Please do not go behind the Visitor Services desk. For our Visitor Service staff, this is their office space. We kindly ask that if you need a locker key or another material that you ask the front desk attendant to hand it to you. If visitors are at the desk, please wait patiently until they have been helped first.

[Red Book](#)

The Red Book is stored at the Visitor Services desk at the State Street Entrance.

[Microphones](#)

A wireless voice amplifier is available to docents who would like to use it during their tour. This can be found in Locker 28 at the Visitor Services desk in the State Street entrance. Instructions are included. After use, please wipe down the microphone with tech wipes and return to the locker. The microphone will be charged weekly by Education staff. If the battery is low, please let a member of Visitor Services know.

[Stools + Wheelchairs](#)

Portable stools are available to use during docent tours. These are stored in the closet between Preston Morton Gallery and Ludington Court. To retrieve a stool for someone on your tour, please notify a security guard, who will retrieve one for you. Docents should not access the storage closet on their own.

Visitors to the Museum are able to request a wheelchair for use during their visit. These are available through the Visitor Services Desk.