

Valley Art Gallery, Santa Maria, CA

Docent Responsibilities

Shopping Center Parking Rules: Please park away from the store front unless you need the handicap parking space.

Tuesday - Saturday: 12 p.m. - 4 p.m. (docent shifts) & Sunday: 1:00 p.m. - 4:00 p.m. (docent shifts)


Mondays: closed for meetings (board & committee), intakes, etc


THE KEY: Unlock the lock box with the four digit code, (given to you when trained)

To open or close lock box:

- Press down on “Clear” (C) button
- Enter the combination
- Press down “open” button
- Guide compartment door up or down to fully open or close

Once the key has been used to open the door, replace key to the lock box or at the end of your shift.

 Do not forget to lock up at night!

 Please jiggle the door to insure it is locked

DOCENTING:

MEMBERS SHOWING ART ARE REQUIRED TO Docent *at least* two shifts. It is always helpful if some members can sign up for a 3<sup>rd</sup> or 4<sup>th</sup> shift to fill-in the calendar as needed

DURING YOUR SHIFT Please call the next member on the calendar to remind them that they are scheduled for the next day docent shift. Please place a red check mark next to the member name that you have called.

**IF YOU ARE UNABLE OR DO NOT WISH TO DOCENT A SHIFT PLEASE PLAN AHEAD**

- It is efficient to making adjustments or arrangements for your docent shifts during In-take
- YOU ARE responsibility to find a replacement - check the docent calendar, call and ask if they can trade with you.

MEMBER TO MEMBER AGREEMENT- \$25 PER SHIFT TO COVER YOUR DOCENT SHIFT.

A list is posted of members who are willing to work your shift (over and above there already scheduled shifts)

It *is vital* that we have coverage.

PLEASE WRITE THE TRADES/CHANGES ON CALENDAR-THANK YOU!

IF YOU HAVE EXHAUSTED ALL OPTIONS TO COVER YOUR SHIFT WHEN YOU ARE UNABLE TO FULLFILL YOUR SHIFT. Please Call Gallery Curator.

LIGHTS

CEILING LIGHTS: Turn on/off by using the marked circuit breakers located in the bathroom.

The bathroom light is motion sensitive and TURNS ON AND OFF AUTOMATICALLY

Jewelry Cases: Each case has own light source. Turn on when open/turn off before closing.

The light switch for the carpet wall lighting is behind the carpet-wall and to the far left-side near the shelving.

*For gallery information.*