

VOLUNTEER GUIDES TRAINING PROGRAM



2022

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AIM

It is the aim of the Volunteer Guides Training program to develop skilled and knowledgeable guides for visitors to the Art Gallery of Ballarat.

OBJECTIVES

To achieve this aim, Trainee Guides need to have an understanding and knowledge of:

- The Art Gallery of Ballarat and its Collection ;
- Appropriate policies and procedures (City of Ballarat, Art Gallery of Ballarat);
- The Gallery's Strategic Plan and audience focus;
- Australian art of different eras including Indigenous art;
- Introduction to visitor-centred guiding; and
- Ability to research aspects of specific works and present to other Guides.

EXPECTATIONS OF TRAINEES

The Art Gallery of Ballarat expects Gallery Guides to:

- Attend all Guide meetings and training sessions;
- Read and understand the Guides Manual;
- Complete set tasks and follow-up learning requirements;
- Be rostered to shadow 10 guided tours;
- Research and present two unresearched Gallery artworks to all Guides, and write about the work;
- Lead a tour of the Gallery for the purpose of assessment; and
- Work with guiding mentors to develop skills.

EXPECTATION OF MENTORS

A mentor is an experienced trained guide who 'walks with' a Trainee Guide for the year of training.

The Art Gallery of Ballarat expects mentors to:

- Build a relationship of trust and friendship with the assigned Trainee;
- Attend some of the training sessions with their Trainee;
- Keep in regular contact with their Trainee;
- Advise and support Trainee in relevant knowledge and skill development;
- Monitor progress of Trainee; and
- Provide feedback about the progress of their trainee to the Guides Education Coordinator.

TRAINING

The Volunteer Guides training program will be coordinated and presented by Gallery staff, members of the Guiding group and guest speakers.

The Art Gallery of Ballarat is committed to high standards in the provision of education and training for Guides. It directs and reinforces quality learning experiences in a relaxed and friendly manner. Educational programs offer a balance of training in:

- Visitor experience;
- Guiding and communication skills;
- Understanding Gallery history and operations;
- Art history and appreciation.

Training of an Art Gallery of Ballarat Volunteer Guide lasts one calendar year (10 contact months). During that time, the training covers:

- Gallery induction and welcome by the Gallery Director;
- Introduction to the Gallery Strategic Plan;
- Introduction to Gallery staff with explanation of their roles;
- A City of Ballarat volunteer induction;
- An introduction to the Guides Manual;
- Assignment of a Guiding Mentor;
- An introduction to the Gallery Collection including the current hang;
- An introduction to the Gallery Collection within the context of Australian art history;

- An introduction to Gallery resources and protocols for interacting with Gallery staff regarding appointments, photocopying, library use;
- Sessions on effective communication i.e., modulation of voice, questioning techniques, eye contact, positioning near the artworks etc;
- Regular feedback sessions with Mentor Guide using the Trainee/Mentor Feedback Form;
- Assignment of written tasks;
- Assignment of oral presentations;
- Introduction to nominated special exhibitions and ongoing education when appropriate;
- Undertaking at least 10 tag tours through the Gallery observing a range of other experienced Guides;
- Participating in group activities and educational trips to gain a broader art perspective;
- Attendance at scheduled regular Gallery Guide meetings from 9.30 am to 12 pm on the 2nd and 4th Wednesdays of each month between February to November. This includes general meetings, education meetings, special exhibitions walk throughs and artist talks/presentations;
- Attendance at the scheduled Trainee Guide Education sessions;
- Voluntary attendance at Gallery talks, special exhibitions, and exhibition walk-throughs;
- Accessing the Art Gallery of Ballarat art collection, exhibition, website, resources (by arrangement) where required; and
- Other training as required by the Gallery.

The training will take place across 20 sessions, each lasting one and a half hours.

KEY FOCUSES OF THE TRAINING WILL INCLUDE

- Transhistorical (thematic) curating;
- Australian Indigenous art;
- 19th century art including Colonial art;
- Artists of the Goldfields and local Ballarat artists;
- Australian Impressionism (Heidelberg School);

- Art movements of the 20th century;
- Understanding mediums and materials;
- Australian ceramics, including Ballarat ceramic artists;
- Printmaking methods;
- Systems of art analysis;
 - Visual Thinking Strategies
 - Further versions of Formal Analysis
 - Jane Deeth's 'Decoding Art'
 - A Cascade of Questions
- Evolution of the Gallery Collection.

Each training area will be supported by references to works in the Gallery Collection.

If, after a reasonable amount of time, a Trainee Guide is unable to meet an appropriate standard of knowledge or presentation, a discussion will be held and training may be discontinued and the Trainee will no longer be part of the training group.

ASSESSMENT REQUIREMENTS

- Research two works from the collection, an Indigenous and a non-Indigenous work and complete a research report for each, using the template provided;
- Present your research in a five to 10 minute talk in front of the artwork either in the Gallery or on a screen; and
- Conduct a one-hour Gallery tour to a group consisting of your Mentor, the Guides Education Coordinator, a member of Gallery staff and your invited guests.

EVALUATION

The effectiveness of guiding training will be evaluated at the end of training period by:

- The Committee/Recruitment and Training Team who will read, analyse and discuss the content of the Guides Assessment Form (Appendix 3) as completed by Trainees in conjunction with the Guides training team mentors; and
- General anecdotal feedback and open discussion between Committee, Mentors and Trainees.

GRADUATING AS A GUIDE

Trainee Guides graduate following the completion of the training requirements. Upon presentation of the Certificate of Guiding and an Art Gallery of Ballarat name badge, the new Guide will be included on the guiding roster.

After graduation, Guides are expected to make a commitment of at least two years as an Art Gallery of Ballarat Volunteer Guide.

REQUIRED READING

- Art Gallery of Ballarat Strategic Plan;
- Art Gallery of Ballarat Guides Manual;
- Training notes as supplied;
- Art Gallery of Ballarat, *Stories from the collection*, 2017; and
- Anne Beggs-Sunter *Not for self but for all, a history of the Art Gallery of Ballarat Association*, 2018. Art Gallery of Ballarat.

SUGGESTED FURTHER READING

Wally Caruana, *Aboriginal art* (3rd ed). London, Thames & Hudson. 2012

Sasha Grishin (2015). *Australian Art: A History* (Paperback edition). Carlton, Victoria, The Miegunyah Press, 2015

Patrick McCaughey, *Strange country: Why Australian painting matters*. Carlton, Victoria, The Miegunyah Press. 2014

Alan and Susan McCulloch, *The New McCulloch's Encyclopedia of Australian Art* (4th ed). Fitzroy BC, Vic. AUS Art Editions Carlton, Victoria, Australia, The Miegunyah Press. 2006

Bernard Smith with Christopher Heathcote and Terry Smith, *Australian Painting, 1788-2000* (4th ed). Oxford University Press, South Melbourne, 2001.

Heilbrunn Timeline of Art History: New Edition from the Metropolitan Museum of Art
<http://www.metmuseum.org/toah/>