

Morris Museum of Art Volunteer Program Handbook

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Museum Purpose Statement

From the Bylaws of the Morris Museum of Art: The purpose of the Morris Museum of Art shall be: to enhance the quality of life in the Central Savannah River Area and to broaden the knowledge and understanding of visual arts in the Southeastern United States by collecting, preserving, and displaying American works of art focusing upon, but not limited to, the art and artists of the American South; by creating and hosting quality traveling exhibitions; and by developing and maintaining a library and research center focusing on Southern American painting; and to contribute to the general appreciation of art through lecture programs, symposia, publications and other educational programs.

In practice, over the years since its founding in 1985, the museum has adopted a simpler guiding statement: *The Morris Museum of Art exists for the purpose of collecting, exhibiting, and interpreting the art of the American South in regional, national, and global contexts.* This “purpose statement” is intended to distill and forcefully express its core mission—the creation, maintenance, and interpretation of a collection of works of art that serves as a visual correlative to the culture of the South—that is supported by the belief that, as John Cotton Dana once wrote, “a good museum attracts, arouses curiosity, leads to questioning, and thus promotes learning.”

Museum History

The Morris Museum of Art, the first museum in the country devoted to the art and artists of the American South, was incorporated as a nonprofit corporation in 1985, at which time its first trustees were appointed. A site for the museum was identified, and the development of its collection was undertaken in earnest. A 1988 Cultural Action Plan, resulting from a process initiated among Augusta's business, civic, cultural, educational, and governmental leaders the previous year, proposed a "downtown cultural arts corridor" along the city's riverfront with the Morris Museum as a key component. The proposal was enthusiastically embraced by the museum's board, and its original site development plans were abandoned in favor of the downtown location. At that time, Louise Keith Claussen moved from her position as Cultural Action Plan coordinator to the nascent Morris Museum as a project coordinator, becoming the museum's first professional staff member.

The purchase in 1989 of 230 paintings from the collection of Robert P. Coggins, a renowned collector of Southern art, established a focus and direction for the museum. Parts of Coggins's vast collection had been exhibited in museums throughout the country, and several other public institutions were vying for it when the purchase was made on behalf of the Morris Museum. Other significant developments that year included the establishment of a reference library, which has evolved into the Center for the Study of Southern Art, an important reference resource, and the appointment of Estill Curtis Pennington as the Morris Curator of Southern Painting, an adjunct staff position.

The museum's mission statement, reflecting its principal interest in the art and artists of the South, was written and first adopted by the Board of Trustees in 1990, the year in which Keith Claussen was named acting director and plans were first developed for adapting space in an office building, the Riverfront Center, to house the museum's growing collection. During this time, museum-owned objects were lent to exhibitions and museums elsewhere. On September 26, 1992, the Morris Museum of Art opened to an eagerly expectant public, attracting more than ten thousand visitors in its first three months of operation.

Since then, it has successfully fulfilled its promise to make the language of artistic expression in the South accessible to a large and diverse audience through dozens of exhibitions and highly regarded publications. The Morris's award-winning education department, a leader in the field, develops art education programs at many different grade levels in partnership with local school systems and offers docent-led tours of the museum's holdings and exhibitions to thousands of visitors of all ages every year. Area teachers earn graduate credit through teacher workshops, and every year greater numbers of people in Augusta have their first contact with working visual artists through a lecture, workshop, or gallery talk at the museum. The museum's public programs—whether storytelling sessions, readings, concerts, lectures, conversations with artists, or art-making workshops—are important contributors to the renaissance of downtown Augusta.

At its tenth anniversary celebration in September 2002, the museum's founder, William S. Morris III, offered a vision of the museum's future that included its relocation to a site at the foot of the Augusta Common and continued expansion of the museum's presence as an important contributor to the community's social and cultural resources and economic vitality, as well as to the country's understanding and appreciation of the culture of the region.

Museum Fact Sheet

Morris Museum of Art
1 Tenth Street, Augusta, GA 30901
706-724-7501 (Voice)
706-724-7612 (Fax)
www.themorris.org

OPERATING HOURS

Tuesday–Saturday, 10:00 a.m.–5:00 p.m.; Sundays, Noon–5:00 p.m.
Closed Mondays and major holidays
Office hours: 9:00 a.m.–5:30 p.m. Monday through Friday
Library hours: 10:00 a.m.–5:00 p.m., Tuesday through Friday

ADMISSION

\$5.00, adults; \$3.00, students, military, and seniors (65+)
Free for children younger than six, accompanied by adults
Free with museum membership
Free admission on Sundays

COLLECTIONS

The permanent collections of the Morris Museum of Art comprise more than three thousand paintings and works on paper presenting a history of painting in the South. The holdings include the collection of the late Robert Powell Coggins entitled Art and Artists of the South, which toured fourteen museums from 1984 to 1987. A second, smaller collection includes six series of watercolors of birds of North America by Australian-born wildlife artist Robin Hill, as well as other bird paintings.

STUDY CENTER

The Morris Museum of Art houses the Center for the Study of Southern Art, which includes a research and reference library as well as archives pertaining to artists working in the South. The center is located on the third floor. Members may use the center for free; nonmembers pay museum admission fees.

GALLERIES

The museum provides more than eighteen thousand square feet of exhibition space in fourteen galleries for the display of art. Major permanent collection galleries include Antebellum Portraiture, Images of the Civil War, Genre Painting in the South, Impressionism in the South, Mid-Twentieth-Century Painting, and Southern Landscapes. Approximately 4% of the collection is on display in the museum's galleries. Audio guides are available.

EXHIBITIONS

The museum hosts six to eight temporary special exhibitions every year. They change every two to three months.

EDUCATION

A comprehensive educational program provides informative and engaging experiences for school groups and museum visitors of all ages. Docent-led guided tours that focus on learning how to look at art are provided by a group of more than forty active, well-trained volunteers. In addition, the museum offers a series of lectures, symposia, concerts, readings, and other opportunities for lifelong learning.

MEMBERSHIP

The museum enjoys the support of a large membership organization. Memberships in the museum are available at the following levels: Student, \$15; Teacher, \$30; Individual, \$40; Family, \$50; Supporter, \$100; Donor, \$250; Patron, \$500; Benefactor, \$1,000; Museum Society, \$2,500; Director's League, \$5,000; and Chairman's Circle, \$10,000. Membership benefits include free admission, discounts in the shop, and facility rental opportunities.

Members may affiliate with one or more of five specific interest groups: Young at Art, \$15 per membership; The Morris 100, \$50 per person; Friends of African American Art, \$50 per person; Friends of the Library, \$50 per person; and Smithsonian Affiliate Membership, \$20 per membership.

Museum Goals and Objectives

GOALS

- Expansion into a free-standing facility housing galleries, offices, the Center for the Study of Southern Art, classrooms, studios, meeting spaces, an auditorium, interactive children's gallery, restaurant, and museum store;
- Growth of the Center for the Study of Southern Art through the addition of books, video recordings and other media; and artists' papers;
- Expansion of programs and services, particularly in the realm of research, exhibitions, and educational services;
- Financial independence;
- Expanded contribution to the Central Savannah River Area's quality of life.

OBJECTIVES

- Development of a strategic plan that includes building development, financial development, collections development, and program development goals and objectives;
- Identification, cultivation, and solicitation of investors and donors to assure growth of the Morris's endowments, collections, and public programs;
- Continued identification and cultivation of education partnerships among the region's schools and school systems and, nationally, among colleges and universities that share the museum's research interests;
- Continued pursuit and development of program partnerships with other organizations and institutions in the region and beyond, whose interests and ambitions complement those of the museum;
- Continued development of the museum's working relationships with departments and commissions of city government, particularly those concerned with tourist and visitor development, downtown revitalization, and economic development issues;
- Expansion of the museum's membership and membership services to a national constituency;
- Development of interactive partnerships with museums of like type throughout the country;
- Expansion of the museum's publications program beyond its exhibitions and collections needs to include books and monographs on its principal area of research, the art of the South;
- Identification of a more highly interactive role for the Advisory Board of Directors and Board of Trustees and establishment of a committee system that supports staff efforts in forwarding the museum's mission.

Volunteer Program Policy Statement

INTRODUCTION

At the Morris Museum of Art (MMA), volunteers are considered auxiliary members of the museum's staff. The following policies and procedures are designed to ensure excellence and promote the best environment for volunteers and staff.

STANDARDS FOR MUSEUM VOLUNTEERS

The American Association of Museum Volunteers (AAMV) has developed standards for museum volunteers. These standards state that a museum volunteer:

- Understands and supports the purpose, structure, and policies of the museum;
- Makes his or her special skills or experience available to the museum;
- Conducts himself or herself in accordance with the standards of conduct and ethics of the museum;
- Completes any orientation, training course, or continuing education required;
- Endeavors to be flexible in accepting assignments,
- Performs assigned responsibilities willingly and courteously to the best of his or her ability;
- Accepts the guidance of his or her manager or supervisor;
- Complies with the time and dress requirements of the museum;
- Obeys all security and safety rules of the museum;
- Respects the confidentiality of sensitive proprietary information;
- Provides timely notification to his or her supervisor of absence or resignation;
- Serves as a goodwill ambassador for the museum to the community.

In addition to meeting these standards, the MMA asks that a museum volunteer:

- Commit to a regular volunteer schedule;
- Commit to a minimum of one year of service to the museum;
- Share in training and evaluation of self and peers;
- Keep track of volunteer service hours and attendance at training/orientation sessions;
- Maintain membership in the museum.

VOLUNTEER BENEFITS

The museum appreciates the service provided by the volunteer and offers the following benefits:

- Professional orientation and training;
- A supportive climate where volunteers can perform and grow;
- Free parking;
- Use of the volunteer lounge during office hours.

ADMISSION AND STATUS

Admission into the MMA volunteer program is open to all those who possess the qualities necessary to become an effective volunteer. Applicants to the volunteer program must be sixteen years of age or older and willing to commit to a minimum of one year of

volunteer service. The MMA recruits volunteers without regard to race, gender, religion, national origin, age, or disability.

All candidates must complete a volunteer application. The application assists the museum in ensuring that applicants are ready and able to accept the responsibility of serving as a volunteer and in best utilizing the unique skills and experience of each applicant. The application package includes a character reference form and criminal record disclosure. Museum staff will conduct an interview, at which time the training program and volunteer responsibilities will be discussed. Applicants will be notified of the results of their application following the completion of a criminal background check. The MMA reserves the right to refuse applicants who are deemed inappropriate for the volunteer program.

PROVISIONAL STATUS

Provisional status applies to those individuals accepted into the volunteer program according to the admission procedures outlined above. Candidates are accepted throughout the year. In addition to a general orientation, provisional volunteers receive specialized training for specific volunteer positions. Provisional volunteers are expected to attend all training sessions and work sessions or to make alternative arrangements with their volunteer supervisor. Provisional status extends through the first year of volunteer service following the completion of training.

ABSENCES

All volunteers are expected to be at their stations on time each working day and remain until the conclusion of scheduled hours, unless prior arrangements have been made with the volunteer supervisor to be absent, late, or off early. In the event of unexpected absence or tardiness, the volunteer must call in and speak personally with his/her supervisor at least a half hour in advance of the time the volunteer is scheduled to start work.

VOLUNTEER AGREEMENT

Once an applicant has been accepted into the volunteer program, he or she must sign a Volunteer Agreement. The agreement form enumerates the commitments of the volunteer and the benefits provided by the museum. By signing this agreement, the volunteer agrees that he or she is committed to upholding the standards, policies, and procedures outlined in the Volunteer Handbook. This agreement is renewed annually.

MEMBERSHIP

The MMA requires all of its volunteers to be members of the museum.

RECORD KEEPING

All volunteers are responsible for maintaining accurate records of their service hours and for providing up-to-date personal information. Volunteers are responsible for signing in the volunteer logbook on arrival for continuing education sessions and volunteer service. Hours are calculated on a quarterly basis and posted in the Volunteer Lounge. Errors in reporting should be brought to the attention of the Volunteer Coordinator. Updating

personal information (such as name or address change) is the responsibility of the volunteer. Any changes in such information should be reported to the Volunteer Coordinator.

DRESS CODE

To promote a professional image of the museum, appropriate attire for a business setting is expected of all staff, including volunteers. Jeans, shorts, sundresses, tank tops, flip-flops are considered inappropriate. In all cases, please wear comfortable shoes.

BREAK ROOM

Volunteers may use the museum break room during the regular workweek (Monday through Friday). The break room is located on the third floor. Coffee, tea, a refrigerator, microwave, and other supplies are provided for all staff, including volunteers. Soft drink and snack machines are located in the break room. Staff and volunteers are responsible for the cleanliness of this room.

REQUEST FOR INFORMATION FROM OUTSIDE SOURCES

At times, visitors pose detailed questions about the museum or its collection for which the volunteer does not have an answer. All such requests for information should be directed to the professional staff. Visitors should be directed to the reception desk where they will receive the business card of the appropriate staff person. It is not appropriate for volunteers to write to visitors, the media, museum members, or other museums without the explicit knowledge and approval of the Volunteer Coordinator or a senior staff person.

LIBRARY USE

Volunteers have access to the Center for the Study of Southern Art between the hours of 10:00 a.m. and 5:00 p.m., Monday through Friday. Weekday access outside of these hours may be obtained by appointment with the librarian.

RECOGNITION

The museum values and recognizes the individual contributions made by its volunteers. In addition to providing benefits (outlined above), the museum recognizes:

- Volunteers who have completed specified numbers of hours of service;
- Volunteers who have completed milestone commitments, including five and ten years of service;
- Volunteers who have made an outstanding contribution to the MMA.

SERVICE REVIEW

Volunteers are given an evaluation by their supervisor on an annual basis. A personnel file is maintained on each volunteer. The file contains annual agreements, original application form, record of volunteer service hours, annual evaluations, correspondence, recognition, and so forth. These files are held confidentially by the Volunteer Coordinator. Volunteers may review their files by request.

RESIGNATION

If a volunteer chooses to resign from the MMA Volunteer Program, he or she should submit a written resignation to the Volunteer Coordinator at least two weeks prior to their last day.

DISMISSAL

If a volunteer fails to meet his or her commitment to abide by the museum's policies and procedures, the Volunteer Coordinator will discuss the situation with the volunteer. Reasons for this discussion may include poor attendance, excessive tardiness, relaying inaccurate or overly subjective information to visitors, misrepresentation of the museum or its objectives, or placing visitors or artworks at risk. The volunteer will be provided with an opportunity to improve his or her performance. If the volunteer fails to improve, the Volunteer Coordinator reserves the right to dismiss the volunteer under the terms of the Volunteer Agreement. A notice of dismissal will be fully discussed with the volunteer.

SECURITY/SAFETY

The MMA intends to provide a safe work environment. Therefore, it is the responsibility of all staff, paid or volunteer, to assure the safety of the museum, its collection, and visitors and other staff members. Safety guidelines are reviewed annually with all volunteers. Any questions concerning safety should be directed immediately to the Volunteer Coordinator.

Any accidents or injuries that occur during volunteer activities are to be reported immediately to the volunteer's supervisor or to a senior museum staff person. Any breeches of museum security, by visitors or staff, or potential problems should be reported immediately to the Volunteer Coordinator or to security personnel on duty. Volunteers should never put themselves at risk or in danger.

The security of personal items is the responsibility of each staff member. The museum is not responsible for loss or damage of personal items.

NONHARASSMENT POLICY

The MMA has a policy of zero tolerance for workplace harassment. It is the goal of MMA management to provide an environment free of any form of harassment regarding race, sex, color, religion, national origin, age, or disability. This policy includes the prohibition of sexual harassment, both as to sexually-oriented requests or attention by or toward an employee, temporary employee, volunteer, vendor, guest, or visitor, and as to the working environment generally.

MMA expects all volunteers to accomplish their work in a businesslike manner. Therefore, unlawful discrimination or harassment is strictly prohibited while volunteers are engaged in any MMA-related activity, whether on MMA's premises or not. It is museum policy to deal with violations of this policy quickly and severely.

This policy covers any unwelcome behavior or remarks of a sexual or otherwise objectionable nature, whether such unwelcome behavior or remarks involve physical contact, all forms of written or verbal communication, gestures, jokes, name-calling, slurs, obscene language, threats, or the circulation of written or visual materials. It is impermissible to engage in any behavior which offends coworkers because of the sexual, racial, ethnic, religious, or otherwise objectionable nature of the behavior. The museum's policy against sexual harassment extends to sexually-oriented requests of a supervisor or coworker and to our working environment generally.

This policy applies to all volunteers. This policy also applies to conduct toward and by employees, temporary employees, other volunteers, vendors, guests and visitors to MMA. Any violation of MMA's policy prohibiting unlawful discrimination or harassment is grounds for immediate termination of service.

If any volunteer believes that the spoken, written, or physical conduct of another employee, temporary employee, volunteer, vendor, guest, or visitor is in violation of this policy, the offended person should immediately report such conduct to his or her immediate supervisor. If the offended person is uncomfortable reporting the harassment to his or her immediate supervisor (whether because the supervisor is involved in the harassment, or for any reason whatsoever), the offended volunteer must report the harassment to the Volunteer Coordinator or Director (in that order). If the offended person has good reason to believe that the complaint cannot or will not be resolved by any of these staff, the offended person should report the harassment to a member of the MMA Board of Trustees. To be clear, any person who believes he or she is a victim of harassment, including sexual harassment, has a duty to report this right away.

Any complaints or concerns about workplace harassment will be treated seriously and will be quickly investigated and resolved as deemed appropriate under the circumstances. MMA will treat all such reports as confidentially as possible, including only those persons with a need to know.

MMA will not retaliate in any way against any person for making a good faith report of conduct by others believed to be in violation of this policy. MMA also will not tolerate retaliation in any form by the alleged harasser. Any alleged harasser who violates this policy prohibiting retaliation will have his or her service at MMA terminated immediately.

VIOLENCE IN THE WORKPLACE PREVENTION POLICY

MMA has a policy of zero tolerance for workplace violence. The service of any volunteer who threatens or engages in any violence in the workplace will be terminated immediately. No talk of violence or joking about violence will be tolerated.

Violence includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with MMA never feels

threatened by the actions or conduct of any employees, trustees, directors, volunteers, visitors, and vendors.

It is everyone's business to prevent violence in the workplace. Volunteers are encouraged to report any incident that may involve a violation of any of MMA's policies. Concerns may be presented to a supervisor, Volunteer Coordinator, or to the Director (in that order). All reports will be investigated and information will be kept as confidential as possible.

POLICY FOR A DRUG-FREE AND ALCOHOL-FREE WORKPLACE

MMA has a strict policy against the use of drugs and alcohol on museum property and/or while on MMA business. Drugs or alcohol may not only affect job performance but may endanger the safety and health of all employees, volunteers, vendors, guests, or visitors. To guard against problems with drugs and alcohol, management reserves the right to take any and all steps necessary to investigate potential problems in this area. If inappropriate use of drugs or alcohol is suspected, termination of service may result.

On certain occasions, the volunteer may provide service at the MMA at times when alcohol is being served, such as exhibition-opening receptions, Gala, and other public events. At these events, use of alcohol should never interfere with professional behavior or job performance. Excessive use is prohibited.

Revised April 2004

Volunteer Positions

Artrageous! Sunday Volunteers

Volunteers are needed to greet museum guests and provide directions, assist staff and art instructor with prep and cleanup of hands-on art activities, and interact with museum visitors. Volunteers work the first Sunday of every month year-round. Shifts are 1:30–4:00 p.m.

Stupendous! Saturday Volunteers

Volunteers are needed to greet museum guests and provide directions to activities; assist with preparation, setup, and cleanup, and assist museum staff during events. Volunteers work usually one Saturday each month, year-round. Shifts are 10:00 a.m.–1:00 p.m.

Greeters

Volunteers are needed to greet museum visitors, provide directions, and assist the visitor services staff with providing information about the museum to visitors. Help make the museum a warm and hospitable place. Volunteers work one Sunday per month, 1:30–3:00 p.m.

Lecture and Museum Opening Volunteers

Volunteers are needed to greet museum visitors, provide directions, distribute brochures, and assist staff with setup and cleanup. Volunteers usually work on Thursday evenings on an as-needed basis. Shifts are 5:30–8:30 p.m.

Gala Volunteers

Volunteers assist with the setup of tables, chairs, and other setup needs for the museum's annual gala. Duties include placing flowers and signage in the tent, running errands, and assisting staff, caterers, and florists with various tasks. Volunteers are needed during the week preceding gala on an as-needed basis.

Music Program Volunteers

Volunteers are needed for Sunday afternoon music performances throughout the year. Duties include assisting with preparation and arrangement of refreshments, distributing programs, greeting and seating guests, and serving refreshments at the post-performance reception. Shifts are 1:00–4:00 p.m.

Art at Lunch Volunteers

Volunteers are needed for Friday's Art at Lunch programs, year-round. Duties include assisting the staff and caterer in arranging buffet and beverage tables, decorating dining tables, greeting visitors (plus other general host duties), and clearing tables after lunch. Volunteers receive complimentary lunch. Shifts are 11:15 a.m.–1:00 p.m.

Teen Advisory Council Volunteers

Teen volunteers are needed to assist with planning enjoyable and exciting programs at the museum for families and students, K–12. Teen volunteers meet twice a month for planning and training and volunteer for museum programs. Volunteers are needed September through May. Applications are due every August.

Docents

Volunteers are needed to guide tours and to help museum visitors to understand and appreciate the art of the American South. A minimum commitment of thirty-six hours per year at the museum for a minimum two-year period is required. Extensive training is provided every fall.

Membership Outreach Volunteers

Volunteers are needed to assist the development department in informing the public about the many programs offered at the museum and about the benefits of membership. Volunteers staff booths at public events and museum programs.

Library Volunteer

Volunteers are needed to assure ready access to information about the art and artists represented in the museum's collection by filing materials, shelving books and magazines, clipping newspaper articles, and/or working on special projects. Volunteers are needed to work three to five hours a week. Excellent writing and speaking skills required; library experience and knowledge of art history are preferred but not required.

Administrative Volunteer

Volunteers are needed to assist administrative staff with general office duties, membership, museum mailings, and data entry. Volunteers work on an occasional, as-needed basis.

School Program and Outreach Volunteers

Volunteers are needed to assist education staff with tour groups and tour workshop throughout the year. Volunteers will assist the tour and volunteer coordinator with traffic control, hand out brochures, assist activity instructor, and provide assistance to education staff during Fantastic Friday performances. Volunteers will assist in promoting the museum and with art activities for children and families at festivals and educational outreach events. Volunteers are needed Tuesday through Friday.

Morris Museum of Art Volunteer Evaluation Form

Name _____ Date _____

Assignment _____

	ALWAYS	NEARLY ALWAYS	SELDOM	NEVER
DEPENDABILITY				
Reports for work on time	_____	_____	_____	_____
If unable to report, calls in or recruits a substitute	_____	_____	_____	_____
Dresses appropriately for position	_____	_____	_____	_____
RELATIONSHIP WITH OTHERS				
Is courteous and respectful to:				
Staff	_____	_____	_____	_____
Visitors	_____	_____	_____	_____
Other volunteers	_____	_____	_____	_____
Cooperates with:				
Staff	_____	_____	_____	_____
Other volunteers	_____	_____	_____	_____
Shows enthusiasm for job performed	_____	_____	_____	_____
Works in a businesslike, serious manner	_____	_____	_____	_____
SKILLS AND GROWTH				
Attends training sessions	_____	_____	_____	_____
Assimilates and uses on-the-job training	_____	_____	_____	_____
Follows directives well	_____	_____	_____	_____
Shows initiative:				
Performs work within job scope without being told	_____	_____	_____	_____
When needed, does individual study/research	_____	_____	_____	_____

Comments _____

 Evaluator's Signature

 Date

Morris Museum of Art Annual Volunteer Commitment

The museum will provide the following for volunteers:

- Professional orientation, training, and resource materials;
- A supportive climate where volunteers can perform and grow;
- Recognition for volunteer service;
- Interesting opportunity to provide public service;
- Use of the volunteer lounge during office hours;
- Free parking
- Free *individual* admission to the museum (does not apply to fee-based special events).

The museum asks volunteers to:

- Choose assignments appropriate to their interests, abilities, and time;
- Participate in prescribed training and continuing education programs;
- Establish regular volunteer schedules;
- Arrange for substitutes if unable to complete an assigned shift or task;
- Commit to one year of service to the museum (two-year commitment for docents);
- Share in evaluation of self and peers;
- Comply with the policies and procedures of the Morris Museum of Art;
- Serve as goodwill ambassadors for the museum;
- Let us know how to improve our volunteer programs;

I understand the benefits and responsibilities of the Morris Museum of Art Volunteer Program and wish to contribute my efforts to learn and volunteer in the museum setting.

Signature

Date

Evacuation Preparation and Procedures

Either the museum or building fire alarm or security staff will direct you to evacuate in the case of an emergency. When evacuating, do not use elevators, and always leave through the nearest exit. Know at least two ways out of the building. *When evacuating the building, all staff and volunteers will gather in the museum parking lot.* All visitors will be accompanied by one guard to the top of the Riverwalk near the Radisson Hotel.

When evacuation order is issued:

- Walk quickly but calmly to nearest exit and gather in the museum parking lot or at emergency shelter area. Do not use elevator.
- Be ready to assist those who need help, especially children, the elderly, and disabled or injured, as directed by a staff member.
- Be ready to assist anyone with a disability. Tell security if anyone is in a wheelchair or will need a wheelchair.
- Help determine if everyone is at designated meeting space.
- Remain in the assembly area until instructed by security or emergency personnel to return to building.

When seeking emergency shelter:

- Third-floor office staff and volunteers will gather in restroom hallway;
- A guard or staff member will guide those on second floor to second-floor service hallway;
- A guard or staff member will guide those on first floor to first-floor service hallway;
- **In case of a tornado, all staff and visitors will seek shelter in first-floor catering kitchen and in first-floor service hallway.**

Key Staff at the Museum

ADMINISTRATION

Director

Kevin Grogan

Ext. 3802

Finance Officer and Human Resources Coordinator

Louis Gangarosa

Ext. 3810

The finance officer and human resources coordinator manages all of the accounting functions of the museum and handles employee benefits.

Office Manager

Brenda Hall

Ext. 3800

The office manager staffs the reception desk for the administrative offices. She answers general questions the public may have regarding the Morris Museum of Art, takes reservations for all major programs and events, maintains a variety of databases used by the museum, and manages the bulk mailing system. She provides administrative support to the education and external affairs departments.

EXTERNAL AFFAIRS

Director of External Affairs

Phyllis Giddens

Ext. 3845

The director of external affairs develops strategies and implements corporate, foundation, and individual fund-raising, and supervises audience development, special events, and membership initiatives. She oversees grant writing, donor recognition events, and public relations, as well as development of fund-raising materials.

Membership Services Coordinator

Lauren Powell

Ext. 3803

The membership services coordinator recruits new members and retains current ones. She plans special programs for members such as trips and other travel opportunities and works with support groups, including Young at Art, Friends of African American Art, and the Morris 100.

Special Events Coordinator

Janna Crane

Ext. 3825

The special events coordinator is responsible for coordinating the annual gala and other fund-raising events. She oversees museum rentals and is responsible for special event receptions.

Museum Store Manager

Kelly Boyd

Ext. 3888

The museum store manager selects and purchases store inventory as well as creates displays for all merchandise, always keeping in mind the museum exhibition schedule as well as the museum's mission. She handles all outside sales of museum publications, posters, prints, etc., which involves working with publishers, book distributors, museums, galleries, and libraries. She works with the director and various staff members in developing museum-related products (posters, prints, tote bags, etc.). She is responsible for the hiring and training of part-time museum store staff and the recruiting and training of volunteers for the museum store.

Marketing Department

Marketing and Public Relations Coordinator

Nicole McLeod

Ext. 3815

The marketing and public relations coordinator develops and sustains working relationships with local, regional, and national media (print and electronic) and keeps the media informed of news at the museum through news releases and public service announcements. She also oversees all of the museum's advertising, marketing, and promotional efforts. She serves as the liaison between the press and the museum director or other departments to facilitate press access to the appropriate spokesperson. She assists the director with the museum's quarterly newsletter and creates sponsorship packets in support of the development department.

COLLECTIONS

Curator

Jay Williams

Ext. 3805

The curator administers the museum's exhibitions program and supervises the activities of the collections department. Primary responsibilities include the conception and planning of exhibitions and related publications and the organization of traveling exhibitions.

Registrar

Kelly Woolbright

Ext. 3809

The registrar is responsible, in general, for the documentation of information about the museum's collection; management and location of all objects in the collections; supervision of loans, both incoming and outgoing; shipping; and insurance. She oversees storage and monitors the condition of works of art on display. She is involved in exhibition planning and oversees storage of the permanent collection, and she supervises the acquisition process, registering acquisitions and executing the paperwork (deeds of gift, receipts, invoices, etc.) that is a part of the acquisition process.

New Media and Image Resources Manager

Laura Pasch

Ext. 3819

The new media and image resources manager manages the museum web site. She is responsible for photographic rights and reproductions. She serves as liaison with the MCC design department and coordinates the museum's publication design schedule. She also assists the registrar as needed.

Chief Preparator and Exhibition Designer

Dwayne Clark

Ext. 3804

The chief preparator is responsible for gallery maintenance and design, art installation, conservation, packing and shipping, and general fabrication that deals directly and indirectly with the permanent collection and exhibitions.

LIBRARY

Librarian

Cary Wilkins

Ext. 3801

The librarian acquires, organizes, and maintains information (books, videos, files, etc.) about the art and artists in the museum's collection, and helps people find this information. The library also has information on American art and Southern history, literature, and culture. Library materials cannot be checked out.

Library Assistant

Latoya Hollomon

Ext. 3801

The library assistant assists the Librarian with acquiring, organizing, and maintaining information (books, videos, files, etc.) about the art and artists in the museum's collection, and helps people find this information.

EDUCATION

Curator of Education

David Tucker

Ext. 3813

The curator of education is responsible for the museum's education department. He oversees and/or coordinates major educational initiatives, especially those involving collaborations with external organizations, and is responsible for exhibition and community programs (lectures, Sunday afternoon programs, etc.).

Associate Curator, Education Services

Drew Pamplin Brown

Ext. 3808

The associate curator, education services, works with teacher and student programs from kindergarten through university level. She is responsible for the docent program, student tours, school outreach programs, and teacher workshops and programs. She is the backup for scheduling tours and docents.

Tour and Volunteer Coordinator

Sarah Alexander

Ext. 3867

The tour and volunteer coordinator is responsible for all tour programs as well as docent scheduling at the museum. She also coordinates the museum's volunteer program, including the Teen Advisory Council and serves as the first point of contact for all volunteer inquiries. She also holds responsibility for coordinating the museum's speakers' bureau and the Artrageous! Sunday program. She oversees the activity room and is responsible for maintaining adequate art supplies.

Community and Public Programs Coordinator

Michelle Schulte

Ext. 3865

The community and public programs coordinator is responsible for staffing public programs such as Art at Lunch, family, and music programs. Provides administrative support for community and public programs, and develops strategies to build stronger audiences for the Stupendous! Saturday program. Organizes community outreach events and provides support for new community programs advisory committees.

VISITOR SERVICES

Chief of Security and Visitor Services

Rex Bell

Ext. 3806

The chief of security and visitor services ensures the physical security of the art, staff, and visitors of the museum. He assists with the physical setup and takedown of equipment for special events and with museum maintenance. He assists with the environmental monitoring of the galleries and acts as a monitor of the museum's audio-visual equipment and supplies. He is responsible for the hiring and training of full and part-time visitor services staff.

Visitor Services Staff

Al Bostic

Robert Hawkins

Frank Lozito

Ext. for all: 3806