

## Guidelines for Junior Docent Gallery Presentations

Please follow these guidelines as you prepare your gallery presentation. **The talks will be given without the use of notes.**

**Your talk will be recorded for a review session with a staff member,** to be arranged at a later time.

1. Your presentation timeframe is 8 minutes; some works of art may be presented in less time.
2. Here are some sources for information about your object: the docent/guide object files in the tour office, the online object files (on [ipevolunteers.org](http://ipevolunteers.org)), the Collections part of the Mia website, and the Mia Reference Library. You may also use other reliable internet sources.
3. Gear your talk to an adult audience with a high school education and no specialized knowledge of art history. Select a level of information and vocabulary that is appropriate for such a group. Define terms that are not generally known.
4. Select a theme that would be used for a tour that includes this object. The theme could relate to one of the following: cultural practices, artistic technique, a visual element, symbolism, telling a story, etc.
5. Begin your presentation by directing the audience's attention to the object. This might be done by asking a question or directing them to look at a certain aspect of the object. Integrate historical and cultural information with visual information that is appropriate to your theme. Use the theme to determine what type of information you will provide.
6. Incorporate at least three inquiry questions during your presentation. This can include asking the group to describe some aspect of the work.
7. When you have completed your presentation, make a transition to the next object you would select if you were actually doing a complete tour. Make sure the transition relates to your theme. (Your transition can be to any object you like.)

You may incorporate visual aids or other props, if they contribute to our understanding of the object. **We will not use iPads for this presentation.**

Remember that we are all here to support you!