

Minneapolis Institute of Art

Tour Procedures  
Art Adventure Guide Training  
February 27, 2019

Mia

HERCVLES CERBERVM TRICIPITEM  
AD SVPEROS PERTRAXIT .

You're an Art Adventure  
Guide...Now what?



**Check your MyMia page for tour assignments on a regular basis - weekly**

**Tour assignments are made 4 weeks in advance**

**Hint:** pull the MyMia address onto your computer desktop. Make it a routine to check it.

<https://ticket.artsmia.org/account>

AAG Tour Procedures 2/27/19 x Tickets - Minneapolis Institute of Art x


← → C https://ticket.artsmia.org/account ☆ ○ | ? :  
Apps Minneapolis Institut... Add New Post < IPE ... IPE Volunteers Log In < IPE Volunte... Dayforce HCM Google The Minneapolis In... >>

# Minneapolis Institute of Art

🔍 ☰

## Ticketed Events and Registration

General admission is **free**. Tickets required for special exhibitions and events shown below. You can also join My Mia or donate on [this page](#).

 Tickets & Registration  
[login](#), [create an account](#), or continue as a guest.

### Login/Sign up







Email


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**NEXT**

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2400 Third Avenue South  
Minneapolis, Minnesota 55404  
888 642 2787 (Toll Free)

 **THOMSON REUTERS**



Windows taskbar with icons for Internet Explorer, Firefox, File Explorer, Adobe Reader, Excel, Edge, Outlook, PowerPoint, Teams, and Chrome. System tray shows 4:43 PM, 2/22/2019, and system icons.

# Read your tour assignment carefully, and be in contact with your lead guide

**Hint:** the lead guide is listed at the bottom of your tour assignment

The lead guide will contact you to:

- Assign you a tour route
- Inform you of any accommodations

## TOUR CONFIRMATION

The Minneapolis Institute of Art  
2400 Third Avenue South, Minneapolis, Minnesota 55404  
Tour Office (612) 870-3140  
[www.artsmia.org](http://www.artsmia.org)

Printed on Thursday February 21, 2019

Name of School

Wendy Weber: AA Coordinator  
Nativity of Our Lord  
1900 Stanford Av.  
St Paul, MN 55105

Work: 651-699-1311

Date of issue

Age of group, no. of students & chaperons

**IMPORTANT! Review your confirmation and museum visit guidelines carefully.**

Confirmation #:	32964.85269		
Tour Type:	Guided Tour		
Tour Topic:	People and Their Environments/Art Adventure Tour		
Date:	Tuesday March 12, 2019		
Time:	10:00AM to 11:00AM		
Group Size:	69	Age of group:	Mixed (K-6)
Adult Chaperones:	4		

Tour theme, date, and time/s of tour

Guides assigned to tour, & Lead Guide

Note: Please have participants divided into 4 tour group(s) before your arrival.

### Additional Information:

Grade 5

Additional information & accommodations

### Volunteer(s) Assigned:

Mary Cohen (A, 952-544-5838)	Gail Jones (A, 612-200-6747)	Hill	(A, 651-235-0427)
Jeanine Wirth (A, 952-474-0646)			

Lead: Jeanine Wirth

Please call promptly in case of cancellation citing the specific confirmation number(s) in your message.

Volunteer Copy: Jeanine Wirth

## **Checking out**

At least one month and a day in advance of when you need off, email the Tour Office (Paula and Jennifer)

## **Finding subs (once you're assigned)**

Calling colleagues (Tour Day list), posting on AAG Facebook and emailing Paula and Jennifer.

## **Day-of emergencies**

Call Paula and Jennifer - 612-870-3140

## **The day of your tour:**

Arrive at Mia at least 20 minutes before the start of your tour (recommend 30-40 minutes before your tour)

Check in with Paula and Jennifer in the Tour Office

Walk your tour route

10 minutes before your tour, meet in the Target Atrium to connect with the lead guide and other guides

Prepare return visit cards and Tour Feedback form for chaperone



# K-12 School Tour Feedback

Date \_\_\_\_\_

School Name \_\_\_\_\_

Grade Level \_\_\_\_\_

**Are you a teacher or chaperone?**

Teacher  Chaperone

**Rate the overall quality of your guided tour**

(1=poor, 10=excellent)

1 2 3 4 5 6 7 8 9 10

**Rate the age-appropriateness of your guided tour:**

Below the students' level  At the students' level

Above the students' level

**Did the guide make you and the students feel welcome?**

(1=Strongly Disagree 10=Strongly Agree)

1 2 3 4 5 6 7 8 9 10

**Students were actively engaged in the tour, i.e. raising hands, answering questions, looking carefully, listening, etc.** (1=Strongly Disagree 10=Strongly Agree)

1 2 3 4 5 6 7 8 9 10

**The tour encouraged awareness of and respect for other cultures/people/perspectives.**

(1=Strongly Disagree 10=Strongly Agree)

1 2 3 4 5 6 7 8 9 10

**Would you request this tour/program again?**

Yes  No  Maybe

**Additional comments and suggestions are greatly appreciated:**

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**Docent/Guide Name** \_\_\_\_\_

**Tour Type/Theme** \_\_\_\_\_

# Return Visit Cards



Mia

Ask me what  
I saw today at  
Mia.

I waydii waxaan  
maanta ku soo  
arkay Mia.

Pregúntame  
qué he visto  
hoy en el Mia.

Noog kuv seb  
kuv pom dab  
tsis tom Mia  
hhub no.



Mia

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Minneapolis Institute of Art



Mia

## Group Guidelines and Responsibilities

### Guided Tours for Schools

#### Before Your Visit to Mia

- Review your confirmation to check date, time, and number of students. Questions? Contact the Tour Office: 612.870.3140.
- Recruit at least one chaperone for every 15 students.
- Share the day's schedule and Mia's Policies for School Group Visits (below) with all chaperones.
- For directions and bus parking guidelines, go to [artsmia.org/visit](https://www.artsmia.org/visit).

#### The Day of Your Visit

Timing is everything!

- Arrive at the Third Avenue entrance 15 minutes before your scheduled visit.
- Have students wait on the bus. Send a teacher or another adult, to Mia's lobby to get information on where to start your tour.

#### Policies for School Group Visits

Mia's policies for group visits aim to provide the best experience for all visitors, ensure your safety, and help preserve the works of art for generations to come.

- Mia requires one chaperone for every 15 students.
- Chaperones are responsible for the behavior of their groups at all times.
- Visitors may not touch the works of art. Stay at least a foot away and refrain from leaning on the walls or display cases.
- Visitors should keep their voices low.
- Food, beverages, and chewing gum are not allowed in the galleries.
- Running and rough play are prohibited.
- Only pencils may be used in the galleries; please, keep pens and markers at school.
- Use a clipboard or notebook when writing or sketching in the galleries; refrain from using the walls or display cases as support.
- Backpacks and oversized bags are not permitted in the galleries. Bags may be checked at Mia's free coat check. Medical packs are permitted; see Mia security staff for instruction.
- Mia reserves the right to refuse or dismiss any group for inadequate number of chaperones or misconduct.

SCHOOL TOURS  
PRESENTED BY



EDUCATION SUPPORTERS:  
Anonymous Financial  
Friends of the Institute

# Guidelines for Schools

Schools receive these guidelines with their tour confirmation.

They may also go online to watch a pre-tour video ( in 3 languages)

<https://new.artsmia.org/programs/school-tours/>

Chaperones receive tags with guidelines on back

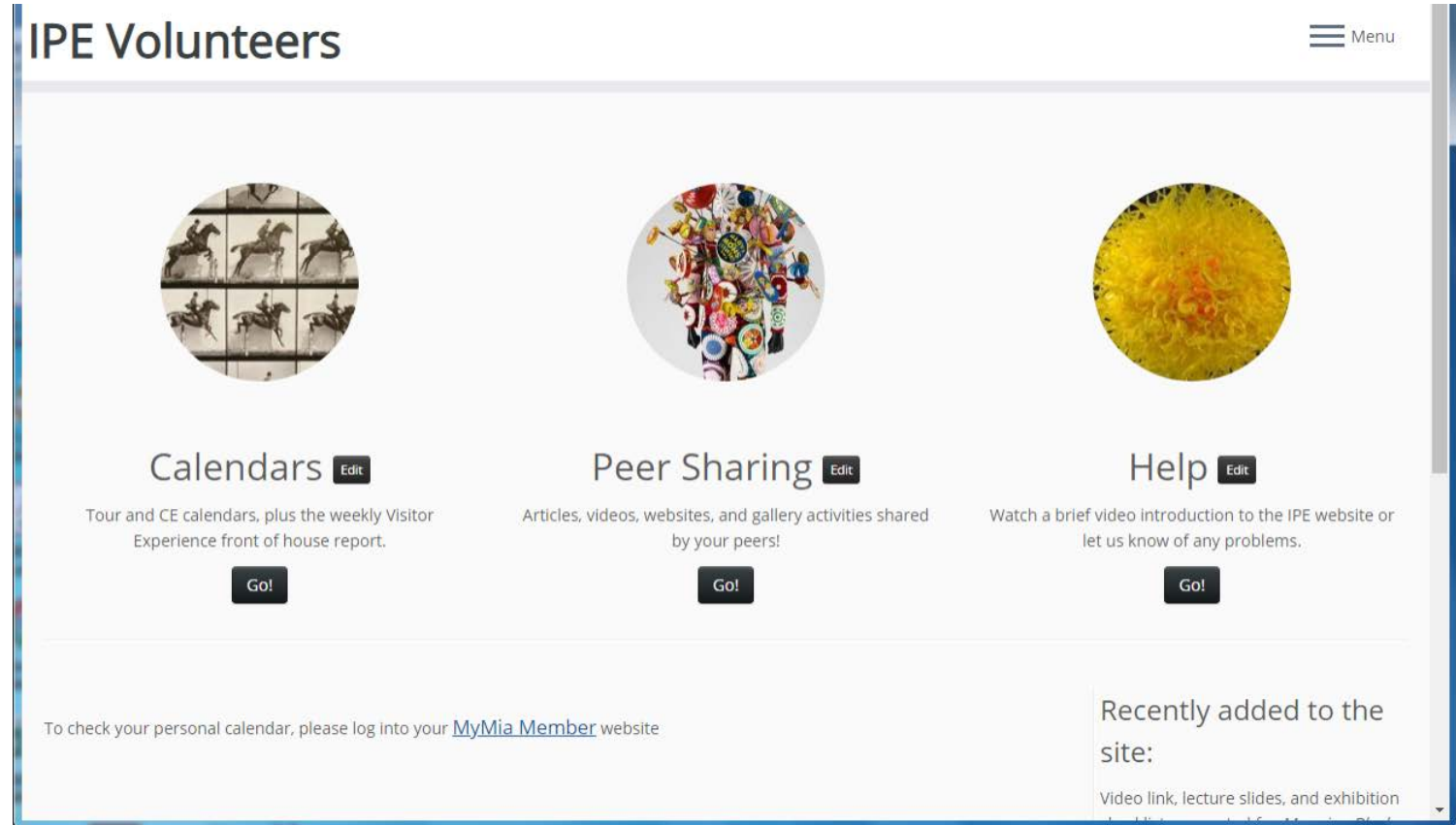
# Tour Schedulers-Tour Office

612-870-3140

Paula Warn - Tuesday, Wednesday, and Sunday  
[pwarn@artsmia.org](mailto:pwarn@artsmia.org)

Jennifer Curry - Thursday, Friday and Saturday  
[jcurry@artsmia.org](mailto:jcurry@artsmia.org)


Finding AAG information on the IPE website: <https://ipevolunteers.org>



The screenshot shows the homepage of the IPE Volunteers website. At the top left is the title "IPE Volunteers" and at the top right is a "Menu" button with a hamburger icon. The main content area features three large circular images: a film strip of horses, a colorful collage of various items, and a close-up of yellow rice. Below each image is a section with a title, a description, an "Edit" button, and a "Go!" button. At the bottom left, there is a note about logging into the MyMia Member website. At the bottom right, there is a section titled "Recently added to the site:" with a video link, lecture slides, and exhibition information.

# IPE Volunteers


Menu



## Calendars Edit

Tour and CE calendars, plus the weekly Visitor Experience front of house report.


[Go!](#)



## Peer Sharing Edit

Articles, videos, websites, and gallery activities shared by your peers!

[Go!](#)



## Help Edit

Watch a brief video introduction to the IPE website or let us know of any problems.

[Go!](#)

To check your personal calendar, please log into your [MyMia Member](#) website

### Recently added to the site:

Video link, lecture slides, and exhibition information

Go to Menu, then see Programs/AAG. Information you need is under AAG Sets and AAG Forms and Procedures.

The screenshot shows a website interface with a main content area and a right-hand navigation menu. The main content area features two large circular images: one with a colorful collage of objects and another with yellow confetti. Below these are two sections: 'Peer Sharing' and 'Help', each with an 'Edit' button and a 'Go!' button. The right-hand menu is titled 'Close' and lists various categories including 'Calendars', 'Programs', 'CIF', 'Docents', and 'Recently added to the site:'. The 'Programs' section is expanded to show 'AAG', 'AAG Sets', 'AAG Forms and Procedures', 'Freshmen AAG', 'AAG Brown Bag', 'AAG Roster', and 'AAG Council'. The 'CIF' section includes 'Collection Areas', 'CIF Forms and Procedures', 'CIF Roster', 'CIF class 2019 S&SE Asia', 'CIF Council', and 'CIF Newsletter'. The 'Docents' section includes 'Junior Docents', 'Docent Forms and Procedures', 'Docent Roster', 'Docent Executive Committee', and 'Docent Forum'. The 'Recently added to the site:' section includes a video link, lecture slides, and exhibition information.

Close

Calendars

Programs

AAG

AAG Sets

AAG Forms and Procedures

Freshmen AAG

AAG Brown Bag

AAG Roster

AAG Council

CIF

Collection Areas

CIF Forms and Procedures

CIF Roster

CIF class 2019 S&SE Asia

CIF Council

CIF Newsletter

Docents

Junior Docents

Docent Forms and Procedures

Docent Roster

Docent Executive Committee

Docent Forum

Peer Sharing **Edit**

Articles, videos, websites, and gallery activities shared by your peers!

**Go!**

Help **Edit**

Watch a brief video introduction to the IPE website or let us know of any problems.

**Go!**

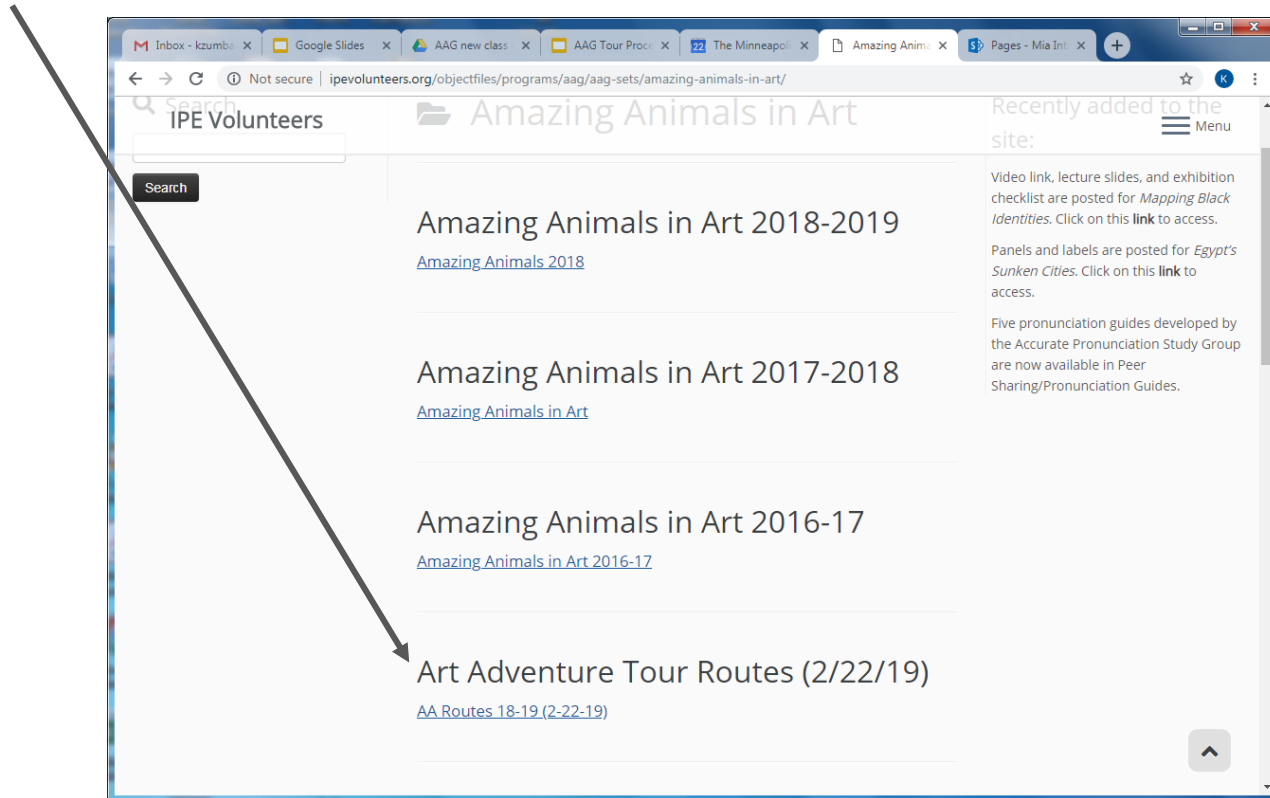
your [MyMia Member](#) website

Recently added to the site:

Video link, lecture slides, and exhibition information for the Mia Museum.

[www.ipevolunteers.org/objectfiles/programs/aag/aag-forms-and-procedures/](http://www.ipevolunteers.org/objectfiles/programs/aag/aag-forms-and-procedures/)

Go to Menu, then see Programs/AAG. When you click on AAG sets, and select a set, you will find a PDF of the most current booklet, PDFs of past booklets, and also the most current tour routes.



Go to Menu, then see Programs/AAG. When you click on AAG Forms and Procedures, you will find again the most current tour routes as well as Art Adventure object locations.

The screenshot shows a web browser window with the URL [ipevolunteers.org/objectfiles/programs/aag/aag-forms-and-procedures/](http://ipevolunteers.org/objectfiles/programs/aag/aag-forms-and-procedures/). The page content includes:

- IPE Volunteers**
- Art Adventure Guide Tour day Assignments Spring 2019**  
[AAG Tour Day Spring 2019](#)
- Art Adventure Suggested Substitutes**  
[Sub List \(11-16-17\)](#)
- Art Adventure Guide Standardized Coordinator e-mail Introduction**  
[AA Coordinator Letter](#) - 2016  
A standardized template for editing to your needs
- Art Adventure Tour Routes (2/22/19)**  
[AA Routes 18-19 \(2-22-19\)](#)
- Art Adventure Object Locations (2/22/19)**  
[AA Locations 18-19 \(2-22-19\)](#)

Two black arrows originate from the top-left text and point to the 'Art Adventure Tour Routes' and 'Art Adventure Object Locations' sections. A 'Menu' icon is visible in the top right corner of the browser window.



A few of your reflections from the observation and participation assignment...

- Kids are MUCH easier to talk to than adults.
- Flexibility is needed!
- It was fast, furious, and FUN!
- Hectic/chaotic, and a lesson in “improv.”
- Quality of the questions is more important than the facts.
- Inspiring!
- Kids are so insightful with their comments.
- Energizing!