

Minneapolis Institute of Art

Return to in-person tours

March 29, 2022



Mia

Record

Agenda: Return to in-person tours

Welcome!

- Tour assignments, update from Paula
- Preparing for your tour
- Lead guide responsibilities
- Badges and early museum access
- Flow of School and Adult Tours
- Parking
- Library, Photo and Print Study Rooms
- June 2, save the date

Q&A

- MyMia is defunct. The new tour scheduling system is comprised of Artifax and StaffSavvy. StaffSavvy is the interface with the Artifax database and is the system used to send assignments to guides. The final interface and reports in StaffSavvy are being finalized.
- For now, you will first be contacted via email by Paula (or Kara and Debbi), asking if you are available for a specific tour(s). Once your availability is confirmed, Paula will send out a Tour Confirmation in SalesForce (as confirmations have been sent for virtual tours). Once StaffSavvy is ready, we will switch to that system. Please check your email every day.



Paula Warn via r1Inrif6pw3to8i0.w3782gx.41-voapeak.na96.bnc.salesforce.com
to khellerschwyz@gmail.com, megar003@umn.edu, me

Mar 7, 2022, 1:07 PM

TOUR VOLUNTEER ASSIGNMENT

Minneapolis Institute of Art
2400 Third Avenue South, Minneapolis, Minnesota 55404
Tour Office (612) 870-3140
tours@artsmia.org
www.artsmia.org

Tour Booked By:

Amber Miller
Birchwood Public Montessori
201 East Birch Avenue
Birchwood, WI 54817
Phone: 715-354-3471
Home Phone: (715) 939-2680
Mobile:
Email: amiller@birchwood.k12.wi.us

- Tour assignments via Salesforce (as we have done for virtual tours)

Date & Time	Duration	Program Type	Tour Topic	Number Of People On Tour	Audience
Thursday, 03/31/2022 12:15 pm	45min	Virtual Private Tour	Art and Identity	15	4th;5th;6th

Notes:

Students will be learning about discovering history through art, comparing what realistic and abstract art say about history, and exploring history through various art forms in their in-class lessons for the World History unit in late March and early April.
Each student has an individual Chromebook for usage and I can project anything up on our smart board through the teacher's computer.
A virtual tour via Zoom.

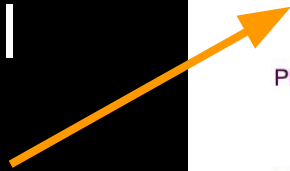
Please find our tour guidelines [here](#).

Volunteers:

Name	Email
Kathryn Schwyzer	khellerschwyz@gmail.com
Fran Megarry	megar003@umn.edu

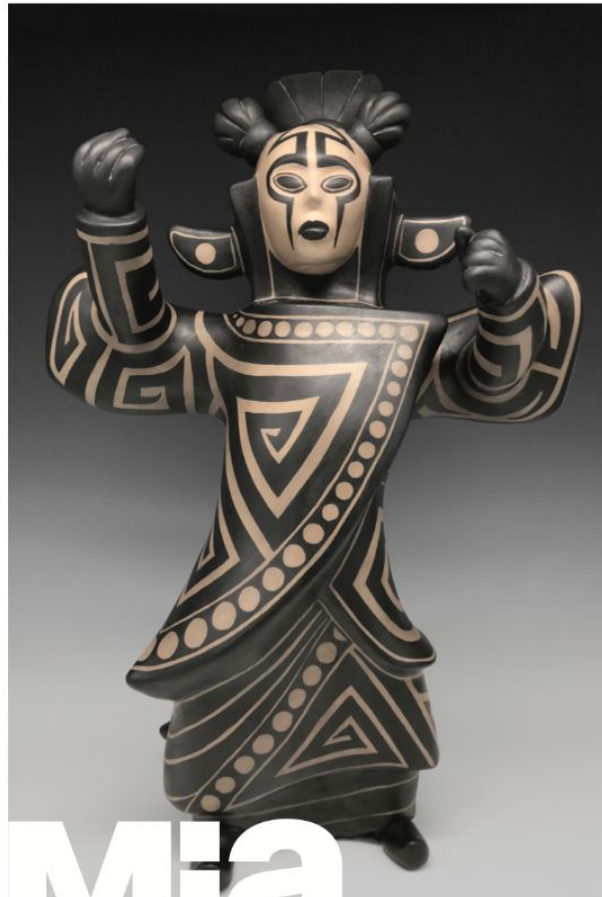
Kara is staff support
Fran is tech support

Lead guide will be found here



- New group tour guidelines and responsibilities will be sent to group leaders (available in English, Spanish, Somali, and Hmong)

Guided Tour Group Guidelines & Responsibilities



Before Your Visit to Mia

Preparation pays.

- Review your tour confirmation to check date, time, and number of participants. Questions? Contact the Tour Office: tours@artsmia.org
- Expect a pre-tour email from your tour guide. Please respond in a timely manner to any questions.
- Share the day's schedule and Mia's Policies for Groups (below) with all attending.
- For directions and bus parking guidelines, go to artsmia.org/visit.
- Student groups are required to provide one chaperone for every 15 students.

Policies for Groups

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.

- Visitors may not touch the art. Stay at least a foot away and refrain from leaning on the walls or display cases.
- Food, beverages, and chewing gum are not allowed in the galleries.
- Only pencils may be used in the galleries; please, do not use pens or markers.
- 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; storage for these items is available during your visit.
- Medical packs are permitted; see Mia security staff for instruction.

The Day of Your Visit

Timing is everything.

- Arrive at the Third Avenue entrance 15 minutes before your scheduled visit.
- If applicable, have participants wait on the bus. Send a representative to Mia's lobby to get information on where to start your tour.

Additional Policies for School Groups and Their Chaperones


Chaperones play an important role in a successful group tour.

- Mia requires one chaperone for every 15 students.
- **Chaperones must stay with their groups, including high school students,** and are responsible for the behavior of their groups.
- Mia reserves the right to refuse or dismiss any group for an inadequate number of chaperones or misconduct.

**Thank you for visiting Mia.
Enjoy your tour!**

- Tour assignments via StaffSavvy (assignments are called “shifts”)

You have a new shift! Inbox x 🖨️ 🔗

 **StaffSavvy | Minneapolis Institute of Art** <donotreply@team.artsmia.org> Tue, Mar 15, 11:49 AM (12 days ago) ☆ ↶ ⋮
to me ▾

Mia

New shift

Hello Kara,

You have been assigned a new shift.

We have listed all of your upcoming shifts below and highlighted the new addition for you.

<p>*Sun 20th Mar '22 1:00pm to 2:00pm Visit - Virtual PublicTour for Minneapolis Institute of Art: Supernatural America: The Paranormal in American Art</p>	<p>Virtual Adult 1 Adult/University/ Multigenerational Virtual Tour Special Exhibition</p>	<p>View</p>
--	---	-----------------------------

[View All Shifts](#)

Arriving for your tour

- Please note, I am no longer located in the Tour Office.
- If you are running late or have an emergency, email or call me (612-870-3140) to let me know of the issue.
- I will inform the school greeters of the issue. The school greeters will pass that along to other guides and groups will be redistributed.
- On weekends or when I am unavailable, call Visitor Experience at 612-870-6323.

Preparing for your tour

- Resources are available on the [Mia Guide website](#).
 - School tour resources
 - Adult/Multigenerational resources
- Reminder: No notes on tours
- Staff is available for any questions about tour preparation!
- We do not know if visitors will be wearing masks for tours. Please wear a mask for your tour if you wish.

Large group tours (over 15 people)

- For tours with multiple assigned guides, one guide will be designated as Lead Guide.
- Lead Guides will coordinate communication with the school and between other assigned guides.
- Lead guides will also assign routes or starting points in the galleries.



Kongo, Democratic Republic of Congo, Africa,
"Ntadi" figure, 19th century, Stone, 2017.28

Routes: Art Adventure is routed for 4 guided groups.

Amanda McMahon keeps this route sheet updated and posted on the Mia Guide website.

Lead guide assigns the routes to the other guides.

Art Adventure Routes (updated 3/17/2022)							
Amazing Animals in Art							
1		2		3		4	
Vessel in the form of a fish	260	A "Bear" Chance	301	Horse	208	Flock of Cranes	
Leopard Aquamanile	250	Flock of Cranes		A "Bear" Chance	301	Gold Lion Statuette	243
Gold Lion Statuette	243	Horse	208	Leopard Aquamanile	250	Vessel in the form of a fish	260
Horse	208	Gold Lion Statuette	243	Vessel in the form of a fish	260	Leopard Aquamanile	250
Flock of Cranes		Leopard Aquamanile	250	Gold Lion Statuette	243	A "Bear" Chance	301
A "Bear" Chance	301	Vessel in the form of a fish	260	Flock of Cranes		Horse	208
American Stories							
1		2		3		4	
Winter Count		Kids Playing, Frogtown		Evening Concert	302	Writing Desk	
Kids Playing, Frogtown		Winter Count		Writing Desk		Evening Concert	302
Evening Concert	302	Writing Desk		Portrait of George Washington	332	Billboard	371
Writing Desk		Evening Concert	302	Billboard	371	Portrait of George Washington	332
Portrait of George Washington	332	Billboard	371	Winter Count		Kids Playing, Frogtown	
Billboard	371	Portrait of George Washington	332	Kids Playing, Frogtown		Winter Count	
Artists' Inspirations							
1		2		3		4	
A Fishing Party off Long Island	305	Jade Mountain	210	Frieze from a Malagan	256	Baboon and Young	376
Pedernal - From the Ranch #1	301	Frieze from a Malagan	256	Jade Mountain	210	Ram	367
Ram	367	Baboon and Young	376	A Fishing Party off Long Island	305	Pedernal - From the Ranch #1	301
Baboon and Young	376	Ram	367	Pedernal - From the Ranch #1	301	A Fishing Party off Long Island	305
Frieze from a Malagan	256	Pedernal - From the Ranch #1	301	Ram	367	Jade Mountain	210
Jade Mountain	210	A Fishing Party off Long Island	305	Baboon and Young	376	Frieze from a Malagan	256
Cultural Reflections in Art							
1		2		3		4	
Ear Spools	260	Portrait of Charlotte of France	342	Money Tree	201	Power Figure	250
Power Figure	250	Portrait of José Mojica	322	The Wash	324	Ear Spools	260
Money Tree	201	The Wash	324	Portrait of José Mojica	322	Portrait of Charlotte of France	342
The Wash	324	Money Tree	201	Portrait of Charlotte of France	342	Portrait of José Mojica	322
Portrait of José Mojica	322	Power Figure	250	Ear Spools	260	The Wash	324
Portrait of Charlotte of France	342	Ear Spools	260	Power Figure	250	Money Tree	201
Dressed for the Occasion							

Themed tour routes:

Lead guide assigns different starting points, giving floor and direction in which tour proceeds

Instructions for Lead guide (school and adult tours) were discussed in Fall 2021 Training:

<https://ipevolunteers.org/week-2-sessions-9-23-21/>

Floor 2

2-East to 2-West
then

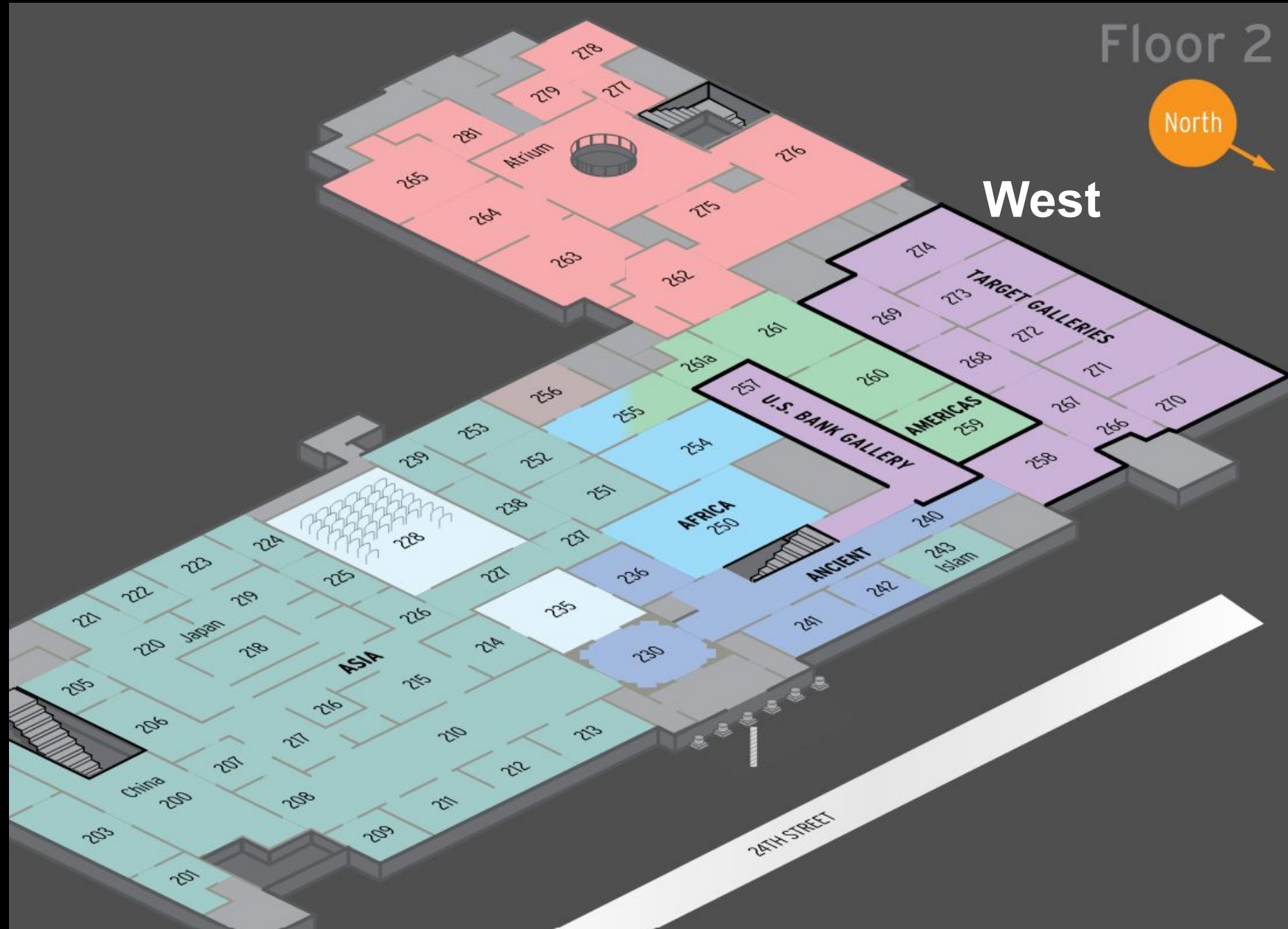
3-West to 3-East

2-West to 2-East
then

3-East to 3-West

East

Minneapolis Institute of Art



Floor 3

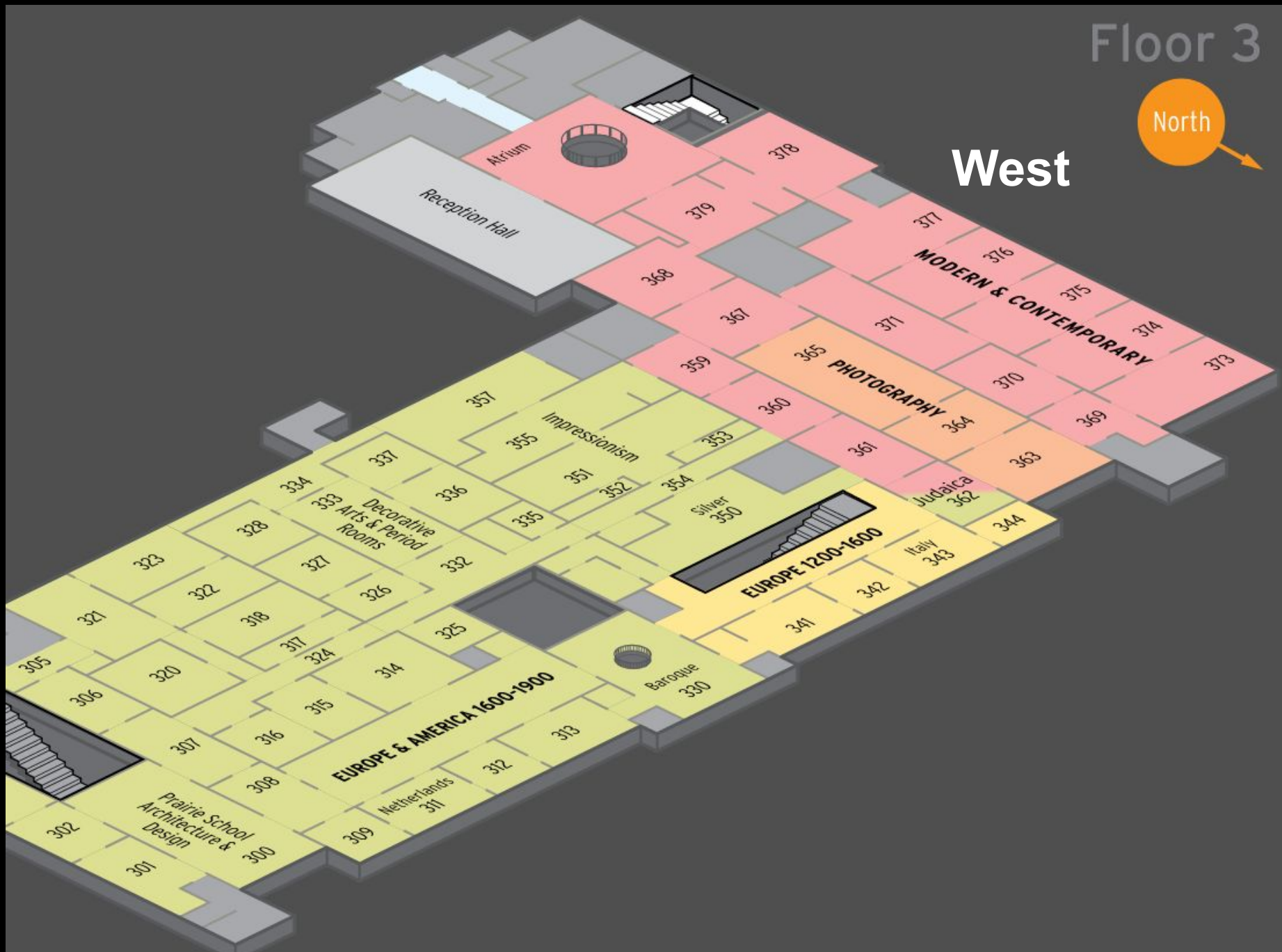
3-West to 3-East,
then

2-East to 2-West

3-East to 3-West
then

2-West to 2-East

East



Badges and early access

- You need a new badge to access the Tour Office.
- On April 1, guides will have early access to galleries, at 9 AM, Tuesday - Friday. No early access is available on weekends (museum opens at 10 AM, Tuesday through Sunday).
- The Target Wing entrance will open on April 11.
- When you come to the museum for your assignments, badge in at the Third Avenue guard station. Badge out at that station when you leave. Keep your badges with you.

School Tours: tour flow

- Starting point for school tours is Target Atrium.
- School tour greeters will be positioned at the breezeway on Third Avenue and inside the Target Wing to check in groups.
- Coats will be placed in garbage bags and put in Coat Check area, in the bins.
- School tour return visit cards are not yet available.

Adult/Multigenerational: tour flow

- Starting point for adult private and public tours is General Mills (upper) lobby, by the Cargill Gallery/Info Bar. For public tours, track attendance and record it after the tour (a form will be available on bulletin board in the Tour Office).
- For Cross Currents tours (weekends), go to your gallery assignment by 11 AM. Tour runs from 11 AM to 1 PM. Track attendance and record it in the Tour Office after the tour.

Special Exhibitions: tour flow

- For special exhibition public tours, one guide waits in the General Mills lobby and the other waits at the entrance to the exhibition.
- Wait until both groups meet at exhibition entrance and balance group numbers if needed. VE staff will scan the tickets of visitors before you enter the exhibition.

Guided Tour Group Fee: *Supernatural America*

Per person fee, \$17 total: \$12 discount ticket plus \$5 for a guided tour.

Minimum: 10 people = \$170. The group leader will receive an invoice and may make payment via credit card. The form to request a private tour is on the Mia website at:

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

Parking

- Parking tags do not expire.
- Guides have free parking in the surface lots along Third Avenue, at 25th Street and at 24th Street.
- If a “volunteer” designated space is open, please park there, but if not, park in any available space within those lots, with your tag visible.

Bik Van der Pol, Elements of composition [As above, so below], 2011, 2018.86.333



Update on library/study room resources

- The library is not open to the public. Janice Lurie hopes to have another update for us later this spring. For now, if you are encountering an issue with research, contact Debbi or Kara for help.
- Print Study Room: Study hours, by appointment only, Thursday and Friday, 10AM to noon and 1:30 to 4:30PM. Email printstudy@artsmia.org or call 612.870.3105 for more information or to schedule an appointment.
- Photo Study Room: By appointment Thursday and Friday 10AM-4:30PM (1 person only). Appointments may be scheduled online and at least two weeks in advance. We require 48-hour notice for cancellations. Appointments have a one hour maximum. Appointments can be made through the online form on the [website](#).

Save the Date:

June 2 Anniversary Event



George Morrison, Emerging Fire, Red Rock Variation: Lake Superior Landscape, 1993, Acrylic on canvas on board, 94.92.2, © Estate of George Morrison / Briand Morrison

Any questions?