

Minneapolis Institute of Art

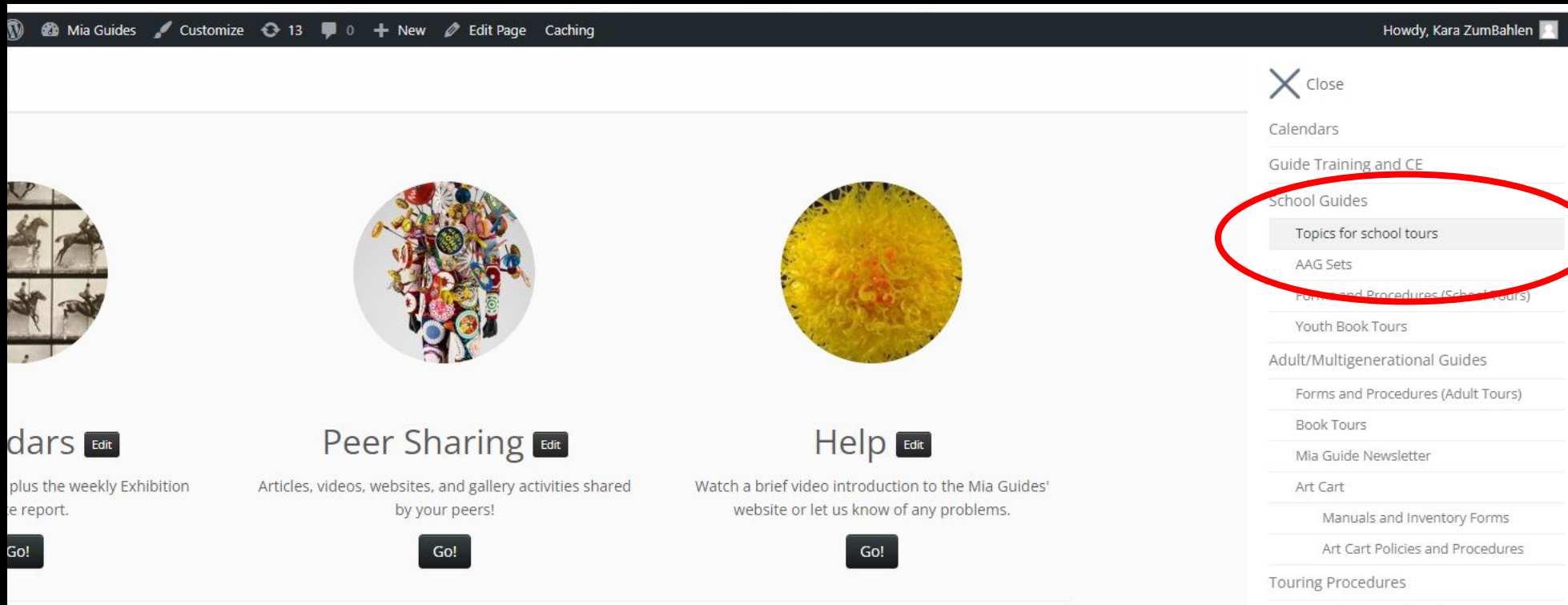
# Brown Bag: School tour procedures, resources, and lead guide responsibilities

# Mia



[artsmia.org](http://artsmia.org)

- As a school guide, you could be assigned a topic tour or an Art Adventure tour.
- Information on tour topics (suggested artworks, key ideas and questions) are posted on the guide website ([link](#)) under School Guides on the main menu.



- On any assignment, tour details are included from Paula Warn, listing the guides, the tour contact, and any requests from the tour contact. Click on View Details in StaffSavvy to see these details!

### My shifts

View: **Upcoming** Previous Shift Calendar

Date	Event	Times	Skill	Department	Info
<a href="#">Wed 9th Nov '22</a>	Visit - Virtual PublicTour for Minneapolis Institute of Art: Botticelli and Renaissance Florence: Masterworks from the Uffizi	2:00pm - 3:00pm	A/U/M TS	Virtual Adult 1	<b>OPTIONS</b> <b>VIEW DETAILS</b>
<a href="#">Sun 20th Nov '22</a>	Visit - Virtual PublicTour for Minneapolis Institute of Art: Botticelli and Renaissance Florence: Masterworks from the Uffizi	2:00pm - 3:00pm	A/U/M TS	Virtual Adult 1	<b>OPTIONS</b> <b>VIEW DETAILS</b>

- If assigned a tour that is new to you, check out the resources on the guide website, reach out to fellow guides with experience touring the topic, and contact Kara or Debbi to discuss the tour and do a walkthrough.
- Help is always available, so just reach out!

Egon Schiele, Austria, Portrait of Paris von Gütersloh, 1918, Oil on canvas, 54.30



- Some school programs may include a guided tour component, such as Water Is Life. If you take part, you will receive training for that specific program.
- Trainings are recorded and posted (see [Videos](#)), and are searchable on the guide website.



Grace Rhoades Dean, Lotus, Growing,  
1920–30, Color woodcut, 2017.126.8

# Let's talk tour routes!

- Lead guides assign routes.
- Art Adventure routes are updated and posted on the guide website, [link here](#).

Art Adventure Routes (updated 9/28/2022)					
Amazing Animals in Art					
1		2		3	
Vessel in the form of a fish	260	A "Bear" Chance	301	Horse	208
Leopard Aquamanile	250	Flock of Cranes		A "Bear" Chance	301
Gold Lion Statuette	243	Horse	208	Leopard Aquamanile	250
Horse	208	Gold Lion Statuette	243	Vessel in the form of a fish	260
Flock of Cranes		Leopard Aquamanile	250	Gold Lion Statuette	243
A "Bear" Chance	301	Vessel in the form of a fish	260	Flock of Cranes	208
American Stories					
1		2		3	
Winter Count		Writing Desk		Kids Playing, Frogtown	
Evening Concert	302	Winter Count		Writing Desk	
Portrait of George Washington	305	Evening Concert	302	Winter Count	
Billboard	371	Portrait of George Washington	305	Evening Concert	302
Kids Playing, Frogtown		Billboard	371	Portrait of George Washington	306
Writing Desk		Kids Playing, Frogtown		Billboard	371
Artists' Inspirations					
1		2		3	
A Fishing Party off Long Island	305	Jade Mountain	210	Frieze from a Malagan	256
Pedernal - From the Ranch #1	301	Frieze from a Malagan	256	Jade Mountain	210
Ram	367	Baboon and Young	376	A Fishing Party off Long Island	305
Baboon and Young	376	Ram	367	Pedernal - From the Ranch #1	301
Frieze from a Malagan	256	Pedernal - From the Ranch #1	301	Ram	367
Jade Mountain	210	A Fishing Party off Long Island	305	Baboon and Young	376
Cultural Reflections in Art					
1		2		3	
Ear Spools	260	Portrait of Charlotte of France	342	Money Tree	201
Power Figure	250	Portrait of José Mojica	322	The Wash	304
Money Tree	201	The Wash	304	Portrait of José Mojica	322
The Wash	304	Money Tree	201	Portrait of Charlotte of France	342
Portrait of José Mojica	322	Power Figure	250	Ear Spools	260
Portrait of Charlotte of France	342	Ear Spools	260	Power Figure	250

## More on tour routes...

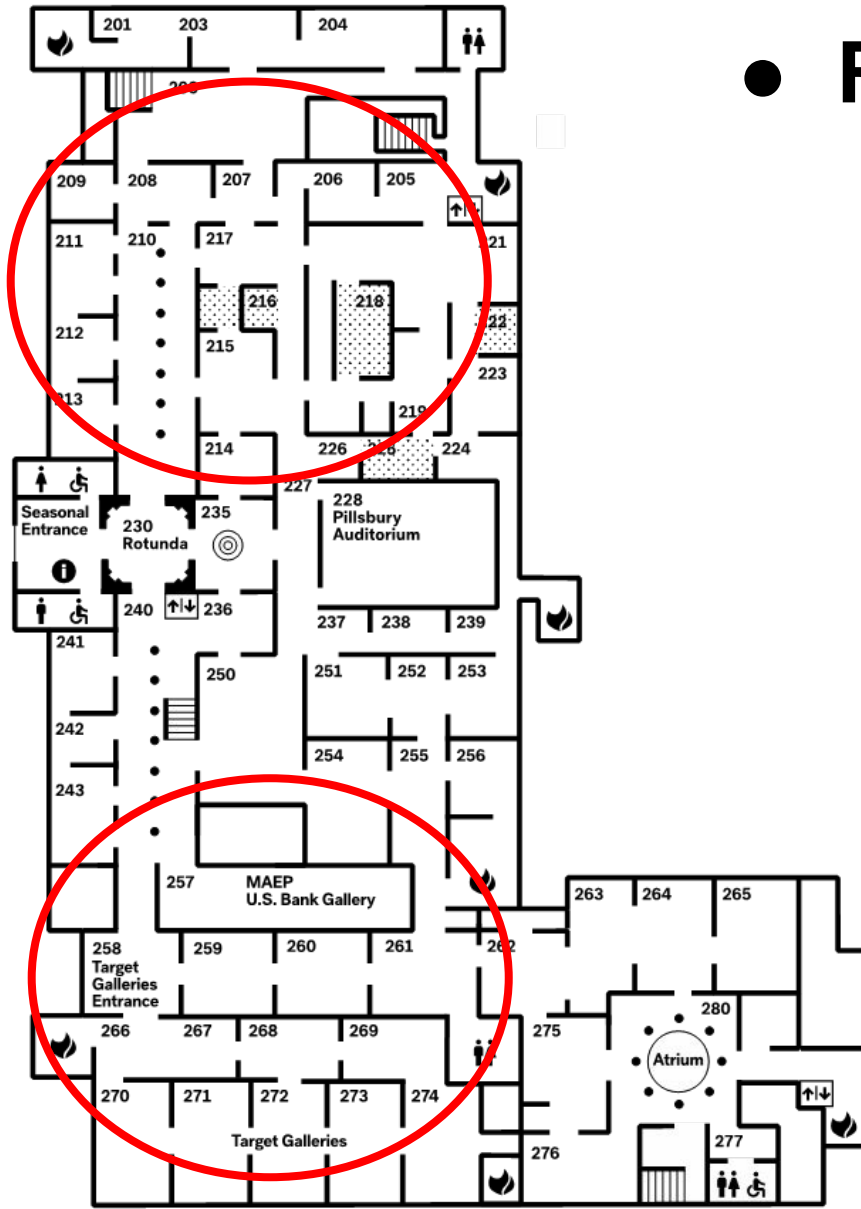
- Topic tour routes are set to start in different sectors of the museum: 2E, 2W, 3E, 3W.
- If you have common artworks, work with the lead and each other to avoid overlap.



Gilles Peress, Bosnia, 1993, Gelatin silver print, 99.98.2,

● Routes

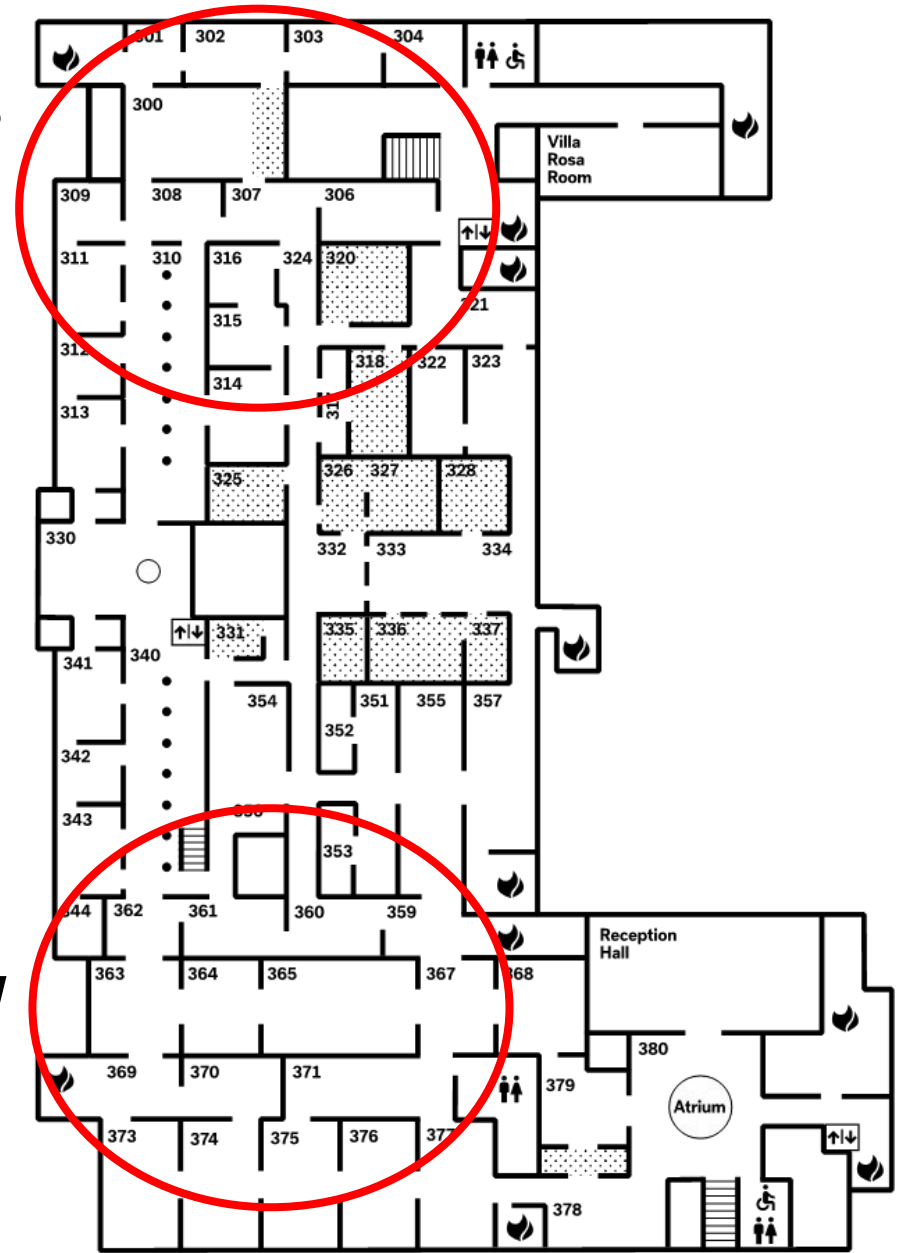
2E



Second Floor

● Routes

3E



Third Floor



Questions on available resources or routes?

For guides who have done new tours, such as Highlights, what has been your experience?

- When you are here for a tour, badge in at the Third Avenue guard station.

- Meet your groups in the Target Atrium. The Target entrance opens at 10 AM for school groups and closes at 4 PM.
- Our school tour greeters are Nasro Rashid and Johana Cornejo Cisneros.
- Come meet them and other Mia staff Nov. 3 or 4!



- For 10 AM tours, you must travel through the museum to access the Target Atrium.

# Lead guide responsibilities

Step 1: Get in touch with the tour contact promptly after receiving the tour confirmation in StaffSavvy.

For those guides who are NOT lead, trust that the lead is reaching out to the contact. As we know from past experience, teachers often do not reply very quickly--and sometimes will not reply at all.

Note on teacher requests: Do the best you can!

# Lead guide responsibilities

Step 2: Call or email all guides assigned to the tour at least *ten days to two weeks* before the tour. (Note: If you use e-mail, ask the guide/s to confirm your message to ensure the information is received.)

Even if you have not heard from the contact, reach out to establish communication with your group within this timeframe.

## Step 2: Continued...after you hear from tour contact:

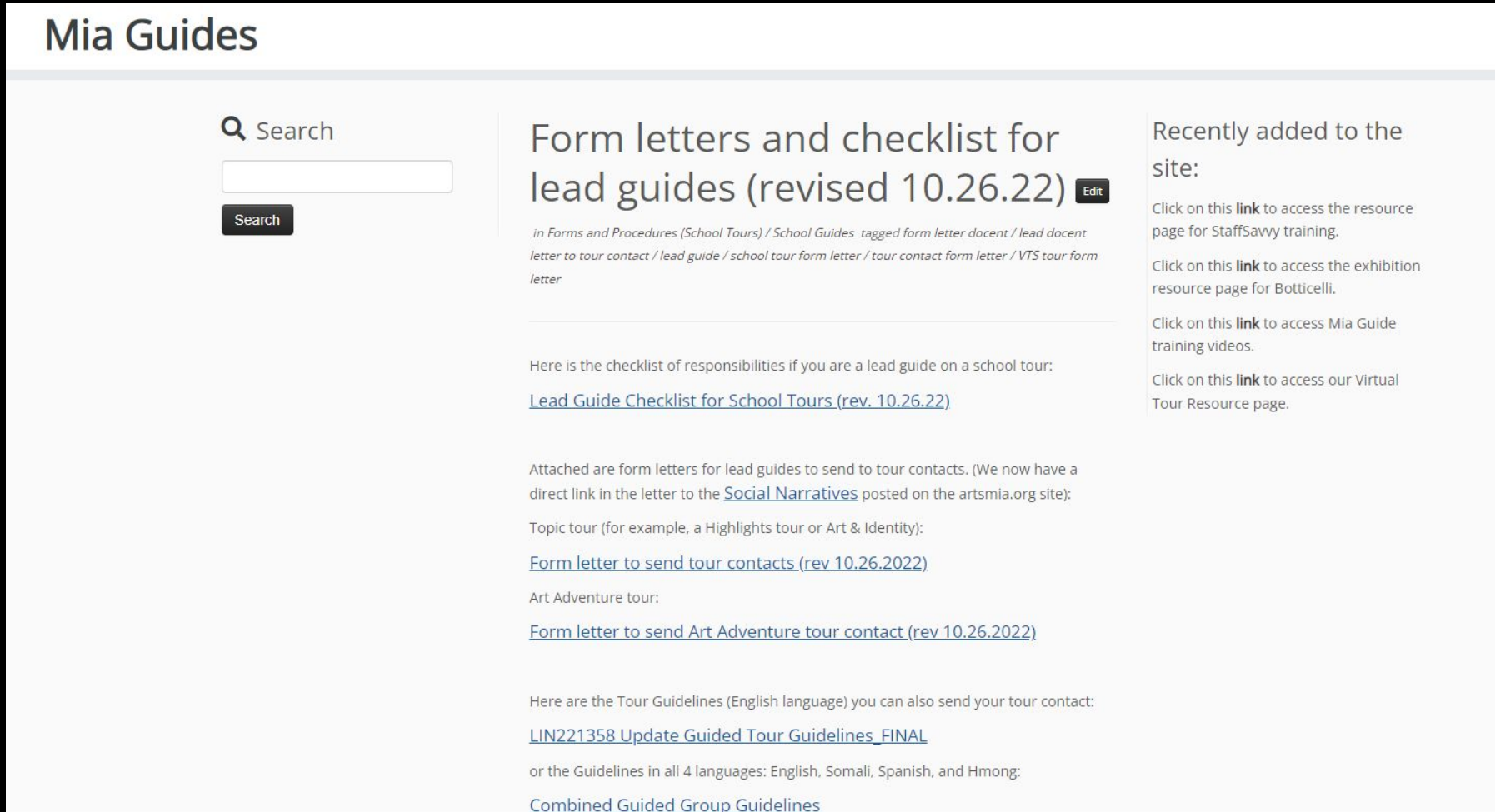
- Share pertinent tour information.
- Coordinate and assign tour routes. Check the Daily List or Biweekly schedule for other tours at the same time that might affect the routes.
- After assigning routes for topic tours, ask guides to share their artwork lists (artist or culture, title, and gallery) in the order they will present.
- Arrange to meet in Target Atrium 10 to 15 minutes before your tour to discuss last-minute arrangements.

# Lead guide responsibilities

## Step 3: On the day of your tour:

- Arrive in the Target Atrium 15 minutes before your tour.
- Introduce and assign guides to tour groups.
- Greet your tour group.
- Distribute evaluation forms when requested by Learning staff.
- If school arrives late, establish the tour end-time and inform all guides.

Lead guide checklist as well as contact form letters are available on the guide website, [link here](#).



**Mia Guides**

Search

Form letters and checklist for lead guides (revised 10.26.22) Edit

*in Forms and Procedures (School Tours) / School Guides tagged form letter docent / lead docent letter to tour contact / lead guide / school tour form letter / tour contact form letter / VTS tour form letter*

Here is the checklist of responsibilities if you are a lead guide on a school tour:

[Lead Guide Checklist for School Tours \(rev. 10.26.22\)](#)

Attached are form letters for lead guides to send to tour contacts. (We now have a direct link in the letter to the [Social Narratives](#) posted on the artsmia.org site):

Topic tour (for example, a Highlights tour or Art & Identity):

[Form letter to send tour contacts \(rev 10.26.2022\)](#)

Art Adventure tour:

[Form letter to send Art Adventure tour contact \(rev 10.26.2022\)](#)

Here are the Tour Guidelines (English language) you can also send your tour contact:

[LIN221358 Update Guided Tour Guidelines\\_FINAL](#)

or the Guidelines in all 4 languages: English, Somali, Spanish, and Hmong:

[Combined Guided Group Guidelines](#)

Recently added to the site:

Click on this [link](#) to access the resource page for StaffSavvy training.

Click on this [link](#) to access the exhibition resource page for Botticelli.

Click on this [link](#) to access Mia Guide training videos.

Click on this [link](#) to access our Virtual Tour Resource page.



# Questions?



# Thank you!

Clara Gardner Mairs,  
Halloween, 1920, 45.34

