

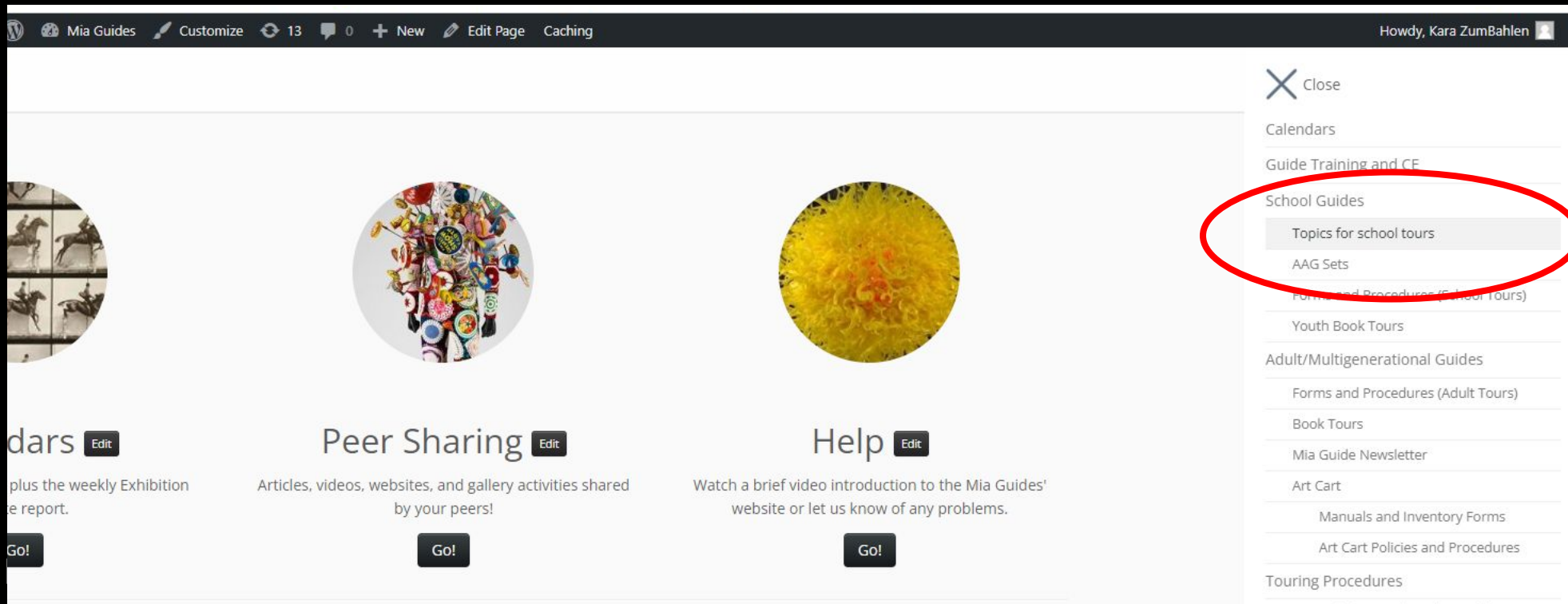
Minneapolis Institute of Art

Adult tour procedures, resources, and lead guide responsibilities

Mia



- As an adult guide, you may be assigned tours from our list of particular topics, public tours, or special exhibition tours.
- Information on tour topics (suggested artworks, key ideas and questions) are posted on the guide website ([link](#)) under School Guides on the main menu. Much of this information can also be used on adult tours.



The screenshot shows the main menu of the Mia Guides website. The navigation bar at the top includes "Mia Guides", "Customize", "13", "0", "New", "Edit Page", and "Caching". The user name "Howdy, Kara ZumBahlen" is visible in the top right. The main menu features three large circular images: a horse, a colorful abstract sculpture, and a yellow textured surface. Below these are sections for "Calendars", "Peer Sharing", and "Help", each with an "Edit" button and a "Go!" button. A dropdown menu is open on the right, listing various categories. The "School Guides" category is circled in red, and its sub-item "Topics for school tours" is highlighted.

Navigation bar: Mia Guides, Customize, 13, 0, New, Edit Page, Caching. User: Howdy, Kara ZumBahlen.

Main menu items:

- Calendars [Edit](#)
- Peer Sharing [Edit](#)
Articles, videos, websites, and gallery activities shared by your peers!
[Go!](#)
- Help [Edit](#)
Watch a brief video introduction to the Mia Guides' website or let us know of any problems.
[Go!](#)

Dropdown menu items:

- Close
- Calendars
- Guide Training and CE
- School Guides (circled in red)
 - Topics for school tours (highlighted)
 - AAG Sets
 - Forms and Procedures (School Tours)
 - Youth Book Tours
- Adult/Multigenerational Guides
 - Forms and Procedures (Adult Tours)
 - Book Tours
 - Mia Guide Newsletter
 - Art Cart
 - Manuals and Inventory Forms
 - Art Cart Policies and Procedures
 - Touring Procedures

Tour Topics

African Arts and Artists

Arts of the Ancient World

Asian Arts and Artists

Black Arts and Artists

European Arts and Artists

Highlights of Mia's Collection

Tour Topics

Inspired by Books

Modern and Contemporary Arts and Artists

Native American Arts and Artists

North American Arts and Artists

Permanent Collection (customized)

NEW Topics

Art and Activism

Art and Human Connections

Art and Identity

In-person special tours

Art in Bloom

Cross Currents

Public tour of the month (Current Conversations)

Special Exhibitions

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

My shifts

View: **Upcoming** Previous Shift Calendar

| Date | Event | Times | Skill | Department | Info |
|----------------------------------|---|-----------------|-------------|-----------------|------------------------------------|
| Wed 9th Nov '22 | 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 | OPTIONS VIEW DETAILS |
| Sun 20th Nov '22 | 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 | OPTIONS VIEW DETAILS |

- 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, just reach out!

*[Object files](#)

*[Shared tour outlines](#)

*[Tour descriptions](#)

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



As you design your tour ...

- 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

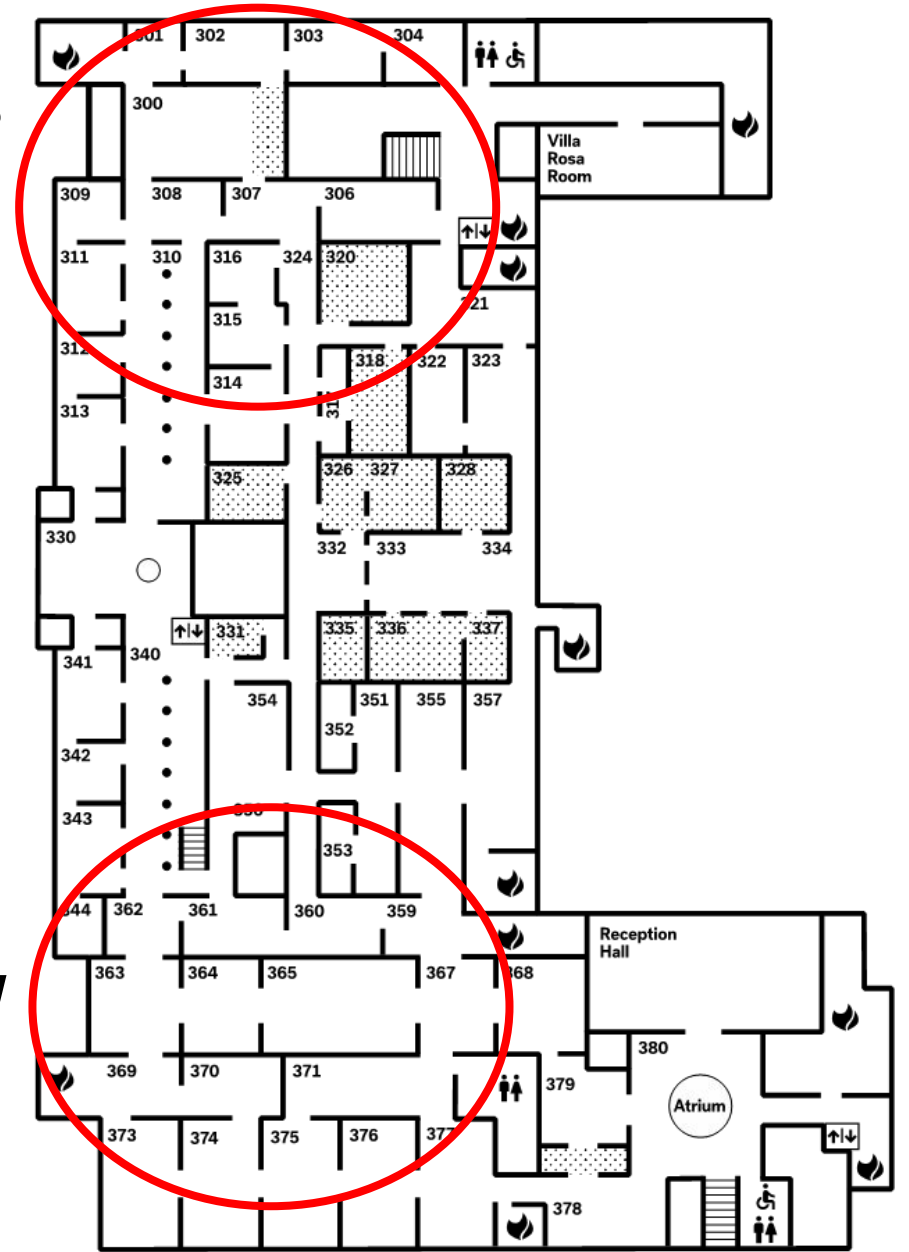
2E



Second Floor

● Routes

3E



Third Floor

Tour routes:

Museum-wide/Highlights tours: Lead guide assigns different starting points, giving floor and direction in which tour proceeds

Specific collections tours: Lead guide assigns starting point and rotation within that collection (also special exhibition tours)

Lead guide responsibilities

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

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, including accommodations or special requests.
- 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, ask guides to share their artwork lists (artist or culture, title, and gallery) in the order they will present.
- Arrange to meet in General Mills lobby* 10 to 15 minutes before your tour to discuss last-minute arrangements.

***Special exhibition tours begin at entrance to Target Gallery**

Lead guide responsibilities

Step 3: On the day of your tour:

- Arrive in the lobby/Target Gallery 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 group 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, [at this link](#).

Mia Guides ☰ Menu

🔍 Search

📁 Forms and Procedures (Adult Tours)

Form letters and lead guide checklists for adult tours (11.1.22)

Tour contact letter:
to come

Lead Guide Checklist:
to come

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.



Purcell-Cutts House Tours

As lead guide, establish the order in which each guide will show the rooms in order to accommodate two groups.

Purcell-Cutts House, 1913
George Grant Elmslie; Architect: William Gray Purcell, Various materials.
Bequest of Anson Cutts, 90.92

Questions?

Chimu, Peru, Hand with Mirror, 1100,,
99.161.2



Thank you!

Clara Gardner Mairs,
Halloween, 1920, 45.34

