



City of Arts & Innovation

Metropolitan Museum Board

TO: METROPOLITAN MUSEUM BOARD **DATE: SEPTEMBER 13, 2017**
FROM: MUSEUM & CULTURAL AFFAIRS
SUBJECT: UPDATE ON PROPOSED VOLUNTEER DOCENT PROGRAM

ISSUE:

Receive an update on the proposed volunteer docent program.

RECOMMENDATION:

Receive an update on the proposed volunteer docent program.

BACKGROUND:

At the July 11, 2017 City Council meeting, the City Council proposed that the museum could remain open for some number of days per week if there are sufficient volunteers to do so.

At the August 8, 2017 Metropolitan Museum Board Meeting, staff presented the proposed volunteer docent program for the Riverside Metropolitan Museum (Museum) to be open on Saturdays.

DISCUSSION:

For the Museum to be open to the public on Saturdays, the following must occur:

1. A minimum of forty (40) potential volunteers need to submit their interest by 5:00pm September 1, 2017 per the instructions in the Volunteer Docent Program Proposal (Attached).
2. A minimum of forty (40) potential volunteers need to successfully complete a volunteer interview.
3. A minimum of forty (40) potential volunteers need to successfully complete the Live Scan background check.
4. A minimum of forty (40) potential volunteers need to successfully complete volunteer docent training.

Volunteer interest was solicited for the month of August, with a deadline of September 1, 2017. At the time of this report's publication, 74 volunteers indicated interest in volunteering. Now that the first criterion for the volunteer docent program has been met, staff will proceed with the second

criterion listed above, and begin scheduling the interviews beginning the third week of September. We hope to have the interviews completed within four (4) weeks.

Approved by: Alexander T. Nguyen, Assistant City Manager/Acting Museum & Cultural Affairs Director

Attachment: Volunteer Docent Program Proposal