



City of Arts & Innovation

Metropolitan Museum Board

TO: METROPOLITAN MUSEUM BOARD

DATE: JANUARY 10, 2018

FROM: MUSEUM DEPARTMENT

SUBJECT: UPDATE ON PROPOSED MUSEUM 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 Riverside Metropolitan Museum could remain open for a number of days per week if there were sufficient volunteers to do so.

At the August 8, 2017 Metropolitan Museum Board Meeting, staff presented the proposed volunteer docent program for the Museum to be open on Saturdays. To operate a Docent program, the following needed to occur:

1. A minimum of forty (40) potential volunteers needed 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 needed to successfully complete a volunteer interview.
3. A minimum of forty (40) potential volunteers needed to successfully complete the Live Scan background check.
4. A minimum of forty (40) potential volunteers needed to successfully complete volunteer docent training.

At the September 13, 2017 Metropolitan Museum Board Meeting, staff reported that there were 77 potential candidates that could participate in the proposed Volunteer Docent Program.

At the November 30, 2017 Metropolitan Museum Board Meeting, staff presented the Board with the following update:

1. Of the 77 potential candidates that could participate in the Volunteer Docent Program, 24 candidates did not respond to a request to interview. The remaining 53 candidates were interviewed and instructed to fill out the volunteer application form.
2. Of the 53 candidates that were interviewed, 43 candidates completed the Municipal Volunteer Application and were forwarded on to the Live Scan approval process. (Candidates were contacted 3 times to remind them to complete the Municipal Volunteer Application – emails were sent on 10/6/17, 10/13/17 and 10/26/17.)
3. As of November 11, 2017, only 21 of the 43 candidates that completed the Municipal Volunteer Application had completed the City's required Live Scan background check.

The deadline to complete the Live Scans was December 1, 2017.

DISCUSSION:

As of the 5:00 p.m. Live Scan deadline on December 1, 2017, the following had occurred:

1. Only 30 interested candidates had cleared their Live Scan.
2. Seven interested candidates did not come in for Live Scan; 3 additional candidates had been scanned and were still pending results.

The minimum number of 40 candidates required to operate the proposed Volunteer Docent Program was not met.

Hence, the Museum will not be open on Saturdays during the temporary shutter period.

All 30 interested candidates that completed the Live Scan have been informed via email, and they were asked to consider volunteering at the Museum's Heritage House and to consider joining the Riverside Museum Associates to continue their support of the Museum.

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

Attachment: Volunteer Docent Program Proposal