



2023

## Volunteer/Docent Application

Position Description: Docent & Guest Services Representative at Parallax Art Center

Title: Docent & Guest Services Representative

Reports to: Parallax Art Center Docent Program Coordinator

Scheduled Work Hours: between 10 and 20 hours weekly

Compensation: Volunteer / Class Credit / Work-Study Start / End Date: January 2024 / ongoing based on availability

Mission Statement: Parallax Art Center amplifies social justice and & environmental protection through inclusive art programs, exhibitions, and experiences.

Ethics Statement: We are guided by a document our team created together to ensure that our actions are true to our mission and vision of a more compassionate and equitable world. It is through these principles that we govern our behaviors, our interactions, and our approaches when dealing with the community and with each other. We strive to be respectful, kind, and authentic in both words and actions. We will constantly strive to remain informed and self-reflective regarding the matters of the world and in our community. We will approach the space and our programming with a commitment towards inclusivity, altruism, and a de-centered approach that uplifts others.

The role of the Docent & Guest Services Representative is to:

- Greet all guests and check in/out coats and bags
  - Perform research about artists and their artworks to answer any visitor questions
  - Provide tours for guests and visiting groups upon request
  - Attend all exhibition programming, lectures, and artist talks
  - Process sales of merchandise and oversee gift shop during shifts worked
  - Input guest book contact information into mailing list spreadsheet weekly
  - Answer phones at front desk and direct inquiries to staff members as well as record messages
- What you will learn:
- Be prepared to be asked to complete miscellaneous administrative tasks not specified within this application.



The Docent & Guest Services Representative has the opportunity, to:

- Meet and network with professional artists from around the globe as they exhibit and tour the gallery space.
- Gain a wider knowledge of contemporary artists, contemporary art, and contemporary performance.
- Develop the necessary skills for operating an active contemporary non-profit organization in Portland through working alongside Parallax Arts staff
- Learn how to navigate making meaning in the art world.
- Gain administrative skills for future opportunities
- Receive a letter of recommendation upon a successful yearly review.

Parallax Art Center does not discriminate against individuals based on race, color, sex, gender identity, sexual orientation, religion, age, national origin, ability, ancestry, or marital status.

Please send completed application, cover letter, and resume to [niki@parallaxartcenter.org](mailto:niki@parallaxartcenter.org)

Land Acknowledgement

Parallax Art Center is conscientiously aware that our building sits on the ancestral lands of [The Cowlitz](#), [The Confederated Tribes of the Siletz Indians](#), [The Confederated Tribes of the Grand Ronde](#) and [The Clackamas Tribes](#).

We recognize that these people were violently displaced, through forced removal and genocide. Their land and livelihood were, taken deceptively, through coercion, violence, lies and manipulation. Promises made to the original people of the land that were, never fulfilled. Treaties made that were, never ratified, We, recognize the importance of this land and its spirit to the people who were here first.

Through our art exhibitions and programming, we are committed to creating a space for dialogues about Colonialism, the historical and contemporary mistreatment of Native Americans, and the ongoing injustices that Colonialism and racial inequality have created not just in the Pacific Northwest, but across the United States and the world. We are committed to celebrating all the people that came before us.





Docent/Guest Services Applicant Name (Last, First)

Requested Start Date

Requested End Date (if ongoing, indicate)

Monday Tuesday Wednesday Thursday

Friday Saturday

(Circle Days Available)

Time Frame Available

Office Hours: 10AM- 5PM

Event nights vary depending on exhibition.

Address

City

State/ZIP

Phone Number

Can we text you Yes/No

Email

Do You Drive? Yes/No

\*We offer paid parking to those who need it & may ask you to do field work

Emergency Contact

Relationship

Emergency Contact

Relationship

\*Note: The completion of this application does not guarantee acceptance. You will be informed of our decision with an email.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please List any physical accommodations needed, should there be any.

If non write (N/A)

\*This is for informational purposes, to help accommodate you, and will not determine your eligibility to be considered.

\*Please return this application to [niki@parallaxartcenter.org](mailto:niki@parallaxartcenter.org)

