

BAM | BOISE ART MUSEUM

STANDARDS FOR BOISE ART MUSEUM VOLUNTEERS AND INTERNS

The Boise Art Museum's Education Department provides high-quality educational experiences for children. To ensure class and camp participants' safety, Education Volunteers provide necessary assistance to Museum Instructors as requested by the Instructors. Duties include, but are not limited to, preparation, distribution, and clean-up of materials, assistance with the supervision of students, and accurate documentation during student sign-in/out process.

By signing a Volunteer Agreement, you are acknowledging that you have read the following information and will abide by BAM's standards and guidelines. In addition, you understand that if the Associate Curator of Education or Curator of Education feels that you are unable to follow these standards, you will be asked to discontinue service as an Education Volunteer at BAM. Nothing outlined in these materials is meant to imply an employment contract between the volunteer/intern and the Boise Art Museum.

At the Boise Art Museum we assume that you, as a volunteer, are prepared to meet the following standards and guidelines:

ATTIRE

Volunteers work with children and adults. Instructors and volunteers are asked to sit on the floor with the students when visiting the Museum's galleries and to model appropriate Museum behavior by adhering to all Museum rules. Clothing choices should be made based on comfort and appropriateness and should allow you to kneel, turn, stand, walk, sit, and move easily.

- Please come to the Museum looking professional - your appearance reflects our institution and you are expected to follow a similar dress code as Museum staff
 - No low cut shirts, tank tops, or shirts showing the midriff
 - No shirts with large lettering, logos or slogans advertising or representing "mock advertising" including: alcoholic beverages, sexual behavior or innuendo, tobacco products, profane language or gestures
 - No excessively baggy pants or other clothing that exposes undergarments
 - Do not wear clothing that is soiled or torn (i.e. jeans with holes in the knees)
 - Skirts must be knee length or longer
 - Shorts should be an appropriate length (no shorter than mid-thigh) and of an appropriate material (no sports, jersey or boxer shorts)
 - No excessively tight or revealing clothing
 - No flip flops or loose sandals - for safety reasons, we ask that you wear closed-toed shoes or shoes that are secure on your feet

(continued, over)

CLASSROOM BEHAVIOR

Instructors depend on assistance from volunteers when teaching. BAM expects that volunteers will help provide a safe environment for students during their classes and not be a distraction to the students or the instructor.

- Commit to a week-long schedule in advance of the first day of the class or camp and arrive on time in order to conduct student sign-in
- Inform the Associate Curator of Education or the Curator of Education as soon as possible if you are unable to volunteer during your scheduled time or if, for any reason, you are unable to fulfill your duties as a volunteer
- Be respectful and follow the directions of the class instructor and the Associate Curator of Education and the Curator of Education
- Be courteous and helpful to all parents, guardians, instructors, and BAM employees
- Wear your name tag at all times so that it is visible on your upper chest
- Cell phones should be turned off or in "silent mode" and should not be used in class - this includes texting
- Use appropriate language while in and around the Museum
- The use of tobacco, alcohol or a controlled substance before or during a volunteer shift is strictly prohibited
- Encourage and help all children unless specifically asked by the instructor to work with an individual child
- While the instructor is talking, help keep students on task and enforce appropriate behavior without interrupting the instructor
- Make sure that you listen and understand the projects before helping students
- Encourage students to clean up after themselves
- Assist instructors in cleaning the studios after class including but not limited to: picking up all materials, putting students' artwork in their designated portfolios, re-papering the studio tables, etc.
- Help the Boise Art Museum provide an environment for students that is both safe and fun

GALLERY EXPECTATIONS

Everyone (volunteers, instructors, and BAM staff) is expected to keep the artwork in the Museum safe and to follow Museum Manners at all times.

- Be sure that students are respectful in all areas of the Museum including the bathrooms and make sure students have proper supervision during bathroom breaks
- Review Museum Manners and stay with the class when visiting the Museum's galleries
- Watch students and make sure that they sit (not lay) on the floor, keep their hands and feet to themselves and stay at least 12" away from the walls and artwork of the Museum at all times
- NO GUM, food, or drinks are permitted in the Museum's studios or galleries