



Smithsonian Institution Archives

## Docent Program Records, circa 1989-2017

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Washington, D.C.  
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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Docent Program Records
<b>Identifier:</b>	Accession 18-272
<b>Date:</b>	circa 1989-2017
<b>Extent:</b>	1 cu. ft. (1 record storage box)
<b>Creator::</b>	Freer Gallery of Art and Arthur M. Sackler Gallery. Department of Education
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 18-272, Freer Gallery of Art and Arthur M. Sackler Gallery. Department of Education , Docent Program Records

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## Descriptive Entry

This accession consists of records documenting docent activities of the Freer Gallery of Art and Arthur M. Sackler Gallery (FSG), Department of Education. Topics covered include evaluations, tours, recruitment, training, events, docent feedback, meetings, mentorship, and schedules. Materials include correspondence, news clippings, notes, informational packets, proposals, brochures, reports, newsletters, and related materials. Some materials date to when the department was known as Education and Public Programs, 2007-2014. Prior to 2007, it had also been called the Department of Education in 2014.

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## Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

### Subjects:

- Art museums
- Art, Asian
- Museum docents
- Museum visitors
- Museums -- Educational aspects
- Tour guides (Persons)
- Volunteer workers in museums

Types of Materials:

Brochures  
Clippings  
Manuscripts  
Newsletters

Names:

Arthur M. Sackler Gallery (Smithsonian Institution)  
Freer Gallery of Art  
Freer Gallery of Art and Arthur M. Sackler Gallery. Education and Public Programs

## Container Listing

### Box 1

Box 1 of 1	Docent Recruitment - School Tour, 2010-2015
Box 1 of 1	Docents-in-Training (DIT) - Smithsonian Provenance Research Initiative, January 2015
Box 1 of 1	DIT, October 2014
Box 1 of 1	DIT, November 2014
Box 1 of 1	DIT, March 2015
Box 1 of 1	DIT, April 2015
Box 1 of 1	DIT, May 2015
Box 1 of 1	DIT, February 2016-2017
Box 1 of 1	DIT- Visitor as Learner, 2014-2015
Box 1 of 1	DIT - Information - Freer Closure, 2015-2016
Box 1 of 1	DIT - Upload Resources, undated
Box 1 of 1	Docent Working Group, 2014-2016
Box 1 of 1	Docent Kindergarten through 12th Grade Tour Training, 2015-2016
Box 1 of 1	Docent Appreciation, 2009-2010
Box 1 of 1	Docent Appreciation, 2005
Box 1 of 1	Docent Appreciation, 1996-1997
Box 1 of 1	Docent Reception - Spring 2004
Box 1 of 1	Docent Program - 10 Year Anniversary Celebration, 1991
Box 1 of 1	Docent Program - 20 Year Anniversary Celebration, 2001
Box 1 of 1	Docents - Moments to Remember, undated
Box 1 of 1	Docent Information Session, 2014
Box 1 of 1	Docent Website, 2015
Box 1 of 1	Museum Audiences - Docent Training, November 2014

Box 1 of 1	Vision - Docent Training, 2009-2010, 2013-2015
Box 1 of 1	Docent and Volunteer Appreciation - Invitations and Programs, 1996-1998, 2007-2011, undated
Box 1 of 1	Training - Object Based Looking, 2014
Box 1 of 1	Training Schedules, 2010-2015
Box 1 of 1	Docent Tour Evaluations, 2014-2015 (2 folders)
Box 1 of 1	Evaluations - Correspondence, 1989, 1994-1996, 2001, 2006-2007, undated
Box 1 of 1	Training Notes, 2014
Box 1 of 1	Program - Turquoise Mountain, 2016-2017
Box 1 of 1	Branding - Jane Wentworth Associates, 2016-2017
Box 1 of 1	Modeling Tour, February 2016
Box 1 of 1	Lost Symphony, 2016
Box 1 of 1	Korans - Discussions and Exercises, 2014, 2016-2017
Box 1 of 1	Practice and Qualifying Tours, 2014-2015
Box 1 of 1	Budget, 2013-2014
Box 1 of 1	Former and Emeritus Docent (FED) Training, 2014
Box 1 of 1	Summer Intern, 2017
Box 1 of 1	Darren Waterston's "Filthy Lucre" - Peacock Room Remix, 2014
Box 1 of 1	Volunteer Appreciation Program - Justification, 1995-1996, 2003
Box 1 of 1	Volunteer Appreciation, 2002
Box 1 of 1	Volunteer Appreciation Evening, 1998-1999
Box 1 of 1	Volunteer Appreciation Evening, 1997-1998
Box 1 of 1	Core Values, 2008-2010, 2014
Box 1 of 1	Meeting Information, 2013-2015
Box 1 of 1	Syllabus, Goals, and General Information, 2014-2015
Box 1 of 1	Mentoring, 2015

Box 1 of 1

Visitor Survey - Audience Research: Study of Visitors to the FSG, 2010-2011