

# McFaddin-Ward House

## Docent Training Program

(Everything you've always wanted to know, but were afraid to ask!)

**What is Docent Training?** An in-depth course in history (McFaddin, Beaumont, etc.) and a study of decorative arts and how those subjects relate to the McFaddin-Ward House.

**The purpose of training** is to prepare docents to give the highest quality tour possible.

**Open to:** Adults 21 years of age and older

### Qualifications:



- An interest in history
- An interest in decorative arts
- A moderate level of mobility and stamina
- Time to devote to intense training
- Time to devote to volunteering
- A desire to share your knowledge with the public
- A sincere willingness to learn and study
- A pleasant, positive attitude

**Training Schedule:** 8 sessions over 4 weeks

**Volunteer Commitment:**

- To serve the museum for at least 3 years
- To be on duty at the museum up to 10 hours per month
- To participate in continuing education programs
- To have your tour evaluated every three years

**Volunteer Benefits:**

- Serving the public in an interesting and rewarding way
- Sharing your time with those with similar interests
- Enjoying a behind-the-scenes study of a house museum
- Attending lectures and programs for museum volunteers
- Traveling to other historic sites and points of interest
- Meeting people from around the world
- Feeling good about giving back to your community
- Enjoying good fellowship and making new friends
- Learning, learning, learning!

**Once a Docent:** Graduates can volunteer in other museum capacities, such as work with school groups, assist in the museum collections department, and support special events. McFaddin-Ward volunteers can benefit from its on-going lectures series, historic conferences, and field trips, while participating in social events connected to the museum.

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**McFaddin-Ward House**  
**2008 Docent Training Program Fact Sheet**

**Purpose:** The purpose of the McFaddin-Ward House Docent Training Program (DTP) is to identify, train, and retain knowledgeable and committed volunteers to share the museum with all of its audiences.

**Content:** The course content is composed of the study of McFaddin family history, institutional history, Beaumont history, early 20th-century social conventions, domestic service, domestic technology, historic preservation, museum studies, architecture, material culture, and interpretation and communication techniques.

**Format:** The course includes a combination of lectures, visual presentations and videos, hands-on exercises, along with discussion and interaction with other participants and staff.

**Time commitment:** The course requires approximately 15 hours of site training over four weeks, plus home study time adequate to learn the materials and to prepare the required assignments. Once the classwork ends, students must spend adequate time practicing their tour before giving a test tour to a member of the staff.

**Location:** Each session of DTP begins at the McFaddin-Ward House Visitor Center, 1906 Calder at 3rd Street.

**Schedule:** Each session begins at 9 a.m. and should conclude by 12:30 p.m.\*

**Attendance requirements:** Attendance at all training sessions is required.

**Course reading assignments, etc.:** Read the *Interpreter's Manual*, two required books (see below), and all articles pertaining to the training as assigned.

**Required reading:**

1) *McFaddin-Ward House* by Jessica Foy and Judith Linsley. McFaddin-Ward House staff requests candidates read the 68-page publication before beginning training. Copies are available for \$5.00 at the MWH visitor center. A personal copy of the book will be invaluable during your docent career.

2) *Recollections and Retrospectives* by Rosine McFaddin Wilson. The museum provides a copy for each class member.

**Evaluation:** Candidates will complete a written examination and a test tour at the end of the instruction period.

**Faculty:** The faculty includes members of the McFaddin-Ward House professional staff.

**Benefits:** Upon completion of the program, new docents are invited to a special graduation luncheon. New docents automatically become members of the MWH Volunteer Service Council, allowing them a variety of benefits including invitations to events and special programs, a subscription to the museum newsletter *Viewpoints*, opportunities to meet people from all over the country, and the chance to be involved with a vibrant cultural institution.