

The background image shows a courtyard with a brick archway in the foreground. In the center is a rectangular fountain with two seated statues of figures holding a large bowl. The courtyard is surrounded by brick buildings with arched windows and columns. The sky is blue with some clouds.

**Jordan Schnitzer**  
**Museum of Art**  
*Exhibition Interpreter*  
*Manual*

2023-2024



UNIVERSITY OF OREGON

***Welcome!***

***Dear JSMA Exhibition Interpreter:***

***Welcome to the Jordan Schnitzer Museum of Art's (JSMA) Exhibition Interpreter Program. You are a part of a talented and select corps of individuals who are dedicated to making the museum a special place of learning and community for our public and for each other. Exhibition Interpreters are the museum's most cherished ambassadors and have led thousands of people in groups of children, teenagers, life-long learners, and tourists through the galleries to find a world of visual inspiration. We are very proud of our volunteers and grateful for the work they do providing inquiry-based tours.***

***In the past few years, we have learned new technology and new ways to facilitate learning as our environments have changed with the times. It is a focus for EIs to mentor one another, support each other and help each other stay safe, well, and informed, in our careful community.***

***Being an Exhibition Interpreter is a rewarding experience because of the intellectual challenge of continually learning in an atmosphere that values human creativity and spirit. For Exhibition Interpreters, the joy of learning the collection and tour techniques is combined with the rewards that come when a visitor is engaged and enlightened by the museum experience. Becoming an Exhibition Interpreter is a multi-year process that involves training in museum education, inquiry-based discussion, Visual Thinking Strategies, communication skills, as well as in art history and technologies.***

***The museum staff and the Exhibition Interpreter Steering Committee have established a vision and a set of values, which are used to give the program direction in fulfilling the JSMA's mission. As you read this and other training materials, you will find that the program embraces respect, teamwork, and communication. This manual was created to help you be successful while becoming familiar with EI policies and procedures.***

***The JSMA staff welcomes you as you help us work toward the museum's mission to ensure individuals have meaningful experiences with art. We are thrilled that you have chosen to share your time and your talents, and we look forward to working with you.***

***Sincerely,***

***Lisa Abia-Smith  
Director of Education***

***Sherri Jones  
Assistant Administrator of Education***

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## ***About the Jordan Schnitzer Museum of Art***

The University of Oregon's art museum first opened its doors to the public in 1933. Designed by Ellis F. Lawrence, UO dean of Architecture & Allied Arts at the time, the museum was built to house the Murray Warner Collection. Gertrude Bass Warner gave more than 3,700 works of art to the University of Oregon.

The only academic art museum in Oregon accredited by the American Alliance of Museums, the JSMA features engaging exhibitions, significant collections of historic and contemporary art, and exciting educational program that support the university's academic mission and the diverse interests of its off-campus communities. The JSMA's collections galleries present selections from its extensive holdings of Chinese, Japanese, Korean and American art. Special exhibitions galleries display works from the collection and on loan, representing many cultures of the world, past and present. The JSMA currently houses over 13,000 works, of which more than 6000 are searchable on the JSMA's online collection database.

The JSMA continues a long tradition of bridging international cultures and offers a welcoming destination for discovery and education centered on artistic expression that deepens the appreciation and understanding of the human condition.

### **VISION**

We envision a world where art, artists, and cross-cultural understandings are essential for a holistic education and a healthy society.

### **MISSION**

The JSMA at the University of Oregon fosters global understandings of art and cultural histories working with faculty, students, and communities to contribute to a more just, equitable, and sustainable world.

### **JSMA Values**

- Transformative learning through art and museums
- Student, faculty, and public experiences with art

- Scholarly excellence and innovation
- Artists voices and creative insights
- Diverse cultures, communities, and experiences
- Equity, inclusion, and accessibility
- Social justice, relevance, and accountability
- Empathy, compassion, and well-being
- Meaningful collaborations and sustained relationships
- Responsible collection stewardship and fiscal oversight

### ***Statement of Purpose for JSMA Exhibition Interpreters***

The Exhibition Interpreter program upholds and furthers the mission of the Jordan Schnitzer Museum of Art by:

- Welcoming and creating a positive, engaging museum experience for our visitors
- Interacting with visitors in a respectful and responsive way
- Empowering visitors to discover the world around them through art and culture
- Creating an environment that enables visitors to make personal connections with art
- Communicating ideas about art that are responsive to the diverse learning styles, abilities, and backgrounds of our visitors
- Keeping our teaching and touring approach relevant, informed, and fresh

### ***Exhibition Interpreter Program Core Values***

The following core values were established for the creation of the Exhibition Interpreter program:

- Placing the visitor at the center of the museum and its activities
- Advancing the mission of the museum
- Conveying the important role of art and culture in our daily lives
- Serving the university community, the citizens of greater Eugene, the state of Oregon, and tourists
- Respecting and valuing the museum's diverse communities and constituents
- Supporting the role of education and learning in all aspects of our work
- Working together to achieve the best outcome possible
- Upholding high professional standards and ethical principles

## ***Exhibition Interpreter Program Vision Statement***

The Exhibition Interpreter Program of the Jordan Schnitzer Museum of Art is recognized nationally for its innovative and responsive approach to the visitor/Interpreter experience for both its university and greater community audiences.

- The popularity of the Exhibition Interpreter program draws visitors of all ages and backgrounds year-round.
- The touring approach utilizes contemporary and relevant educational methods and learning theory combined with a range of engaging styles of communication in order to convey ideas about art in a meaningful way.
- The rigors of understanding art and the content of exhibitions are integrated alongside various educational techniques throughout the training program to effectively link content to methodology.
- The structure of the tours and programs are responsive and flexible to the needs of visitors and the museum.
- Training upholds high standards providing a core foundation for all Interpreters and retooling opportunities for continuing education for the Interpreter corp.
- Ongoing evaluation and assessment continually strengthens the program and the ability of Exhibition Interpreters to serve the public effectively.
- The vitality and mutual respect evident in the staff/Exhibition Interpreter partnership benefits the program, the museum in general, and our visitors.
- The ongoing efforts of the Exhibition Interpreters are recognized and celebrated throughout the year.
- The role of the Exhibition Interpreter program is recognized and supported as central to the success of the museum and its ability to serve visitors year-round by all museum staff.

## ***Exhibition Interpreter Status***

### ***Provisional Exhibition Interpreter***

New trainees in the Exhibition Interpreter Program are members of a new class participating in the training program designed by the Director of Education, with assistance from education staff, curatorial staff, Exhibition Interpreter steering committee members, and volunteers. Provisional Interpreters are required to attend 3 training sessions each month.

### ***Certified Exhibition Interpreter***

Certified Exhibition Interpreters are those who have successfully completed one year of training. Certified Exhibition Interpreters will be available to provide tours and outreach visits to schools, civic, campus, or other community groups from mid-September through mid-June. They are also required to attend training sessions on a regular basis. Active Interpreters are expected to renew their JSMA membership yearly. If an Interpreter is unable to conduct outreach visits, the museum education staff will work with them individually to arrange outreach projects.

### ***Inactive Exhibition Interpreter***

Inactive Interpreters are those who have formerly achieved active status, but who are unable to meet the specified requirements for active status within a given year. The desired change of status should be submitted in writing to the Director of Educational Outreach. An Interpreter may remain inactive for no longer than one year. All Interpreters who are inactive are welcome to return to the program the following year.

### ***Exhibition Interpreters Emeriti***

Interpreters Emeriti are those guides who have given outstanding service for five years or more, and may no longer be available for tours or service (outreach, etc.) Interpreters Emeriti are encouraged to remain active JSMA members and may attend general program sessions.

### ***Observation-Evaluation***

#### ***Peer Observation***

Interpreters should expect to be observed periodically by their peers and/or JSMA staff. These observations are intended to provide positive feedback, to help improve Interpreter training, tour, and educational outreach programs. Interpreters will be asked to evaluate training sessions, resources, and materials, as well as the general structure of the Exhibition Interpreter Program.

#### ***Tour Evaluation***

Teachers of school groups will be asked to complete an online tour evaluation survey in order to provide feedback and improve JSMA programs for their students.

## *Policies for JSMA Exhibition Interpreters*

When members of the public enter the Jordan Schnitzer Museum of Art they may encounter Exhibition Interpreters long before they come into direct contact with a member of the staff. As an Exhibition Interpreter, you play an important role as the ambassador of the museum. Interpreters act as our public representatives and as museum teachers that provide valuable art experiences to thousands of visitors each year. As the museum's representative, it is important that you respect the following policies. Exhibition Interpreters are required to:

### ***Roles & Responsibilities***

- Become familiar with and follow the museum's mission, philosophy, policies and procedures.
- Become familiar with the Exhibition Interpreter's statement of purpose, core values, and vision statement for the program.
- Become a Jordan Schnitzer Museum of Art member.
- Successfully complete a 12-month training period regarding museum education, art history, the museum's collection, and tour techniques
- Support the cost of training and materials; \$50-\$25 for the 1st year, \$25 each additional year; (Scholarships are available)
- Provide a minimum of 3 tours a month, including 3 tours over the summer months.
- Endeavor to be flexible in accepting assignments.
- Perform assigned responsibilities willingly and courteously to the best of their ability.
- Be cleared with a background check through University of Oregon Human Resources before conducting tours or outreach visits to area schools.
- Respect the confidentiality of sensitive or proprietary information.
- Disclose any possible conflicts of interest.
- Inform the Education Administrator of any physical or medical limitations that might affect your ability to perform tasks.
- Be observed periodically by the Director of Education, Steering Committee members, and/or peers.
- Be evaluated by tour recipients.

### ***Volunteer Service Requirements***

- Attend at least 80% of the training sessions each year.



- Provisional Exhibition Interpreters also attend all Tuesday Provisional Training sessions, unless other arrangements have been made ahead of class missed.
- Be prompt and reliable in reporting for scheduled tours and training sessions.
- Notify the Asst. Administrator of Education of any planned absences in advance (*Please send an email with the dates you will be absent*)
- Find a substitute and notify the Assist. Admin of Education at least 24 hours in advance if unable to lead a tour for which you have been scheduled.
- Record and report all hours of volunteer service monthly.
- Commit to two years of volunteer service after initial training is completed.

### ***Standards of Performance***

- Exhibit positive, ethical, and professional behavior when interacting with the public, museum staff and fellow volunteers.
- Wear your volunteer badge during meetings, training sessions and while representing JSMA in an official capacity.
- Be neat and clean while representing the museum.
- Wear professional attire. Clothing that is considered overly revealing or that contains inappropriate language or subject matter is considered unsuitable while representing the museum.
- Accept the guidance of museum staff and guest instructors.
- Follow an appropriate behavior code including being courteous, sensitive, and respectful to visitors, museum staff, security personnel, and fellow volunteers.
- Obey all security and safety rules of the museum

*Any Exhibition Interpreter desiring to resign may tender resignation in writing to the Director of Education or Assistant Administrator.*

If an Exhibition Interpreter has an issue to be addressed by the museum and the Exhibition Interpreter program, they should first approach the Chair or Vice-Chair of the Steering Committee. The Chair or Vice-Chair will then bring it to the Director of Education or Assistant Administrator. A volunteer should not personally approach another volunteer, museum staff member, or museum board member.

*In the event that an Exhibition Interpreter is unable to comply with the above policies, museum staff and the Exhibition Interpreter Steering Committee will request his or her resignation.*

***EI Steering Committee Position Descriptions*** -Updated May 31, 2019

In order to maintain and to improve communications and procedures, the museum has established a steering committee. The committee is currently comprised of two Co-Chairpersons, two co-Vice Chairpersons, two Members-at-Large in the leadership cycle, two Members-at-Large, the Assistant Administrator of Education, the Director of Education, and a liaison for EI training. The role of the Steering Committee is to assist the museum's Education Director with the development of training, tours, and supplementary educational programs. Except for the Director and Assistant Administrator, EIs will typically serve in these positions for a minimum of one year, advancing from Co-Members-at Large to Co-Vice-Chairs to Co-Chairs in a three-year succession as is possible.

***Roles and Responsibilities***

***Director of Education:*** Oversee the Exhibition Interpreter (EI) program and the training for all EIs. Develop and conduct training sessions for new EIs along with the (co-)trainers and the Assistant Administrator of Education. Manage the EI volunteers and provide necessary feedback and evaluation. Participate in EI General meetings and Steering Committee meetings.

***Assistant Administrator of Education:*** Schedule and assign EIs to tours. Maintain database records for tours and EIs. Assist the Director of Education with the EI program, including interviewing EI applicants. Serve as liaison between museum staff and EI volunteers. Participate in EI General meetings and Steering Committee meetings.

***Co-Chairs:*** Work with Steering Committee and museum staff to plan general meetings and training sessions. Set up and lead general meetings and training sessions. Conduct EI peer coaching as needed in cooperation with the Director of Education and Assistant Administrator of Education. Share in the responsibility of attending and assisting with new EI training as scheduled. Gather ideas and suggestions from EIs throughout the year and conduct an annual program evaluation at the end of the year. Interview EI candidates as needed in cooperation with the Assistant Administrator of Education. Act as Master of Ceremonies for the Holiday and Appreciation luncheons.

***Vice Co-Chairs:*** Plan fall ice cream social. Plan Holiday and Appreciation luncheons. Share in the responsibility of attending and assisting with new EI

training as scheduled. Interview EI candidates as needed in cooperation with Assistant Administrator of Education. Conduct EI peer coaching as needed in cooperation with the Director.

***Co-Members-at-Large advancing in three-year cycle:***

Plan field trips with input from Director of Education and the Steering Committee. Share in the responsibility of attending and assisting with new EI training as scheduled. Interview EI candidates as needed in cooperation with Assistant Administrator of Education. Conduct EI peer coaching as needed in cooperation with the Director of Education and the Assistant Administrator of Education.

***Members-at-Large – two one-year positions:***

Oversee minute records for the General EI meetings, and facilitate distribution of minutes through the Assistant Administrator of Education. Assist members of the Steering Committee as needed. Share in the responsibility of attending and assisting with new EI training as scheduled. Interview EI candidates as needed in cooperation with Assistant Administrator of Education. Conduct EI peer coaching as needed in cooperation with the Director of Education.

***Media Communications Protocol***

In the event that a member of the media directly contacts a JSMA staff member or volunteer seeking a comment related to the museum, whether it be a phone call, e-mail, in person, text, etc. from either print or broadcast media, it should be directed to JSMA Communications Manager, Debbie Williamson-Smith, [debbiews@uoregon.edu](mailto:debbiews@uoregon.edu), 541-346-0942 or 541-968-8844. If the communications manager is unavailable, please forward the request to John Weber, executive director, [jweber3@uoregon.edu](mailto:jweber3@uoregon.edu).

Please inform the press representative that the JSMA Communications department is responsible for arranging interviews and issuing statements. DO NOT take it upon yourself to make comments or answer any questions on behalf of the JSMA, regardless of media deadlines. Please keep in mind that whether you are a staff member or a volunteer of the museum, your comments will always be seen as representing the museum.

***Museum Security***

The museum is closed on Mondays & Tuesdays and open to the public on Wednesdays from 11:00 am – 8:00 pm and Thursday through Sunday from 11:00 am to 5:00 pm. You will have access to the galleries after General EI meetings on 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays for 1-2 hours, depending on officer availability.

Museum Security Staff will open the galleries for pre-view/walk through 30 minutes prior to scheduled tour times during off hours.

The Museum Store is open only during museum hours and is not accessible at other times.

## ***Exhibition Interpreter Benefits***

The JSMA's commitment to its volunteers is a deeply felt one. We are keenly aware of the very substantial contributions that volunteers make in terms of time, intelligence, and energy. The museum gratefully acknowledges the volunteer's role in making the Exhibition Interpreter program an effective part of the overall operation of the JSMA.

In return for your time and talents, active Interpreters receive the following benefits:

- Organized trips to local and statewide museums, galleries, and artists' studios
- The use of art related resource materials and books
- UO library privileges
- Advance invitations and announcements about exhibitions and educational programming
- Museum store discounts of 10%
- Annual Spring Luncheon honoring your contributions.
- Reciprocity, including possible discounts on admission at museums throughout the United States
- Museum membership is available at no cost for the EIs and as a credit toward family memberships.

## ***Assistant Administrator of Education***

The Assistant Administrator of Education schedules tours and assigns Exhibition Interpreters to tours based on an Interpreter's availability. For information regarding tour scheduling, meetings, and general information, please contact:

Sherri Jones

541-346-0910

[jsmatour@uoregon.edu](mailto:jsmatour@uoregon.edu)

## ***Parking and Transportation***

There is limited parking behind the museum; for times when mobility is an issue, please contact the Asst. Administrator of Education to reserve a spot for your specific event. Many find affordable parking for the general meetings at the Peace Health Sacred Heart Medical Center lot at Patterson and 12<sup>th</sup> streets. It is a 5–10-minute walk from this lot to the museum. There is metered parking along Kincaid, 14<sup>th</sup> and 15<sup>th</sup> streets as well, these meters are \$2.00 per hour and can now be paid for through the Parkmobile app or website: [www.parkmobile.com](http://www.parkmobile.com), use Zone 7447 when paying through Parkmobile.

For the most current University of Oregon parking/transportation information, including parking and UO campus maps, bike routes, and more, please visit the UO website: <https://transportation.uoregon.edu>.

## ***Computer/Calendar Tips***

### ***Internet access***

It is essential that all Exhibition Interpreters have regular access to the internet in order to view tours on Google calendar, receive email communications from JSMA staff and fellow Interpreters, visit the JSMA website, and be informed of any pertinent news such as new or canceled tours. If you do not have a personal computer, you may visit the public library, or a public computer terminal at any of the UO libraries. Please contact the Asst. Administrator of Education, if you have any questions about communication.

### ***Email***

If you do not already have an email account or prefer to keep JSMA correspondence separate from your personal email, you may wish to set up a free Gmail account. A Gmail account is helpful as the EI Calendar is a Google calendar and you will be able to accept tours to your own calendar with a Gmail account.

Use the email list-serve address: [EI@lists.uoregon.edu](mailto:EI@lists.uoregon.edu), when you wish to communicate with **all** Interpreters as a group. The email list-serve should only be used for **JSMA and Exhibition Interpreter communications**. If you would like to share personal information, not related to the JSMA, the Exhibition Interpreter Program or your tours, please do not use the list-serve email address. Note that if you reply to a list-serve email, you should only reply to the person who sent the email. If you choose to “reply all” in the list-serve, you will send a reply to the entire list. Please use discretion when

choosing to reply to all. Try to avoid this unless it is necessary to communicate with all current list subscribers including Emeriti.

### ***Accessing Google Calendar***

Google Calendar is the public tour-scheduling calendar for the Exhibition Interpreter program. The Museum Education Program Coordinator will send you an invitation to view the calendar when you become an EI. Please check it regularly to see the tours for which you are scheduled and to find important information about each tour.

To view the Google Calendar for Exhibition Interpreters, you must have a Google account or you may create a new account if you like. To create an account, go to <https://accounts.google.com/SignUp>. Once you have created your own account, you may find out if you are scheduled for tours by clicking on the magnifying glass above the calendar and entering your name into the rectangular “Search Calendar” dialog box that appears at the top of your calendar and click again on the magnifying glass to the left of your entry. Depending on your personal calendar settings, you may also see your past tours, they may be grayed out. Please make sure to view the current year to avoid confusion.

When you are scheduled for a tour, you will be sent a Google calendar invitation. Be sure to “accept” the invitation if you can attend. We know at times you may not be able to give a tour on your agreed upon day; in this case, please respond by clicking on the “decline” button in the invitation and notify the Asst. Administrator by email to [jsmatour@uoregon.edu](mailto:jsmatour@uoregon.edu).

For help setting up an account you may schedule a time with the Assistant Administrator of Education to go through the steps together.

### ***Exhibition Interpreter (EI) page of JSMA website***

Resources on JSMA exhibitions and materials for training and tour preparation (i.e. folktales) are posted to the EI page of the JSMA website: <http://jsma.uoregon.edu/ei>. For web pages you access frequently such as Google Calendar, the JSMA website and the EI webpage, you may want to save the link as a desktop shortcut or bookmark.

### ***Museum Membership***

Exhibition Interpreters are encouraged to become a JSMA member. The museum currently offers Exhibition Interpreters a complimentary membership. This membership may be used for yourself or as a credit toward a Family or Contributing membership. Members have opportunities to experience the museum unlike other guests, including free access to the special exhibitions and galleries, discounts on workshops and classes, and

advance knowledge of upcoming activities throughout the year. Members also take pride in knowing that their membership gift helps to sustain the dynamic and enriching educational programs enjoyed by all. For more information about becoming a member please visit the JSMA website: <http://jsma.uoregon.edu/membership>.

## ***Guidelines for Shadowing Tours and Tandem Tours***

While you are in training to become an Exhibition Interpreter, it is strongly recommended that you shadow tours and give tandem tours with other Interpreters to gain familiarity with the types of tours we offer and observe other Interpreters in action. The goal is to gain confidence, to feel comfortable giving tours on your own and to develop your own style.

To shadow a tour or to give a tandem tour, follow the steps below:

- Request to shadow **several different types of tours** with varying age ranges to learn about the various tours we offer. Tour themes include, *Design Thinking, Artful Animals, Asia Explorers, Art and Culture, ArtAccess, Special Exhibitions, and General Museum Highlights*.
- Request to shadow **several different Interpreters**, so that you observe different touring styles, and learn valuable tips from experienced Interpreters.
  - Use Google Calendar to select a tour that works with your schedule.
  - Check to see what type of tour is scheduled and what the age range is.
  - Contact the lead Interpreter to request to shadow the tour. Lead Interpreters are listed first on the list of assigned Interpreters, indicated by an asterisk (\*).
- For specific information about the tour, contact the lead Interpreter or Assistant Administrator. If you are not shadowing the lead Interpreter, you may request to shadow any Interpreter assigned to the tour. Please give the lead Interpreter your contact information, so they may contact you about any changes or updates to the tour.
- Let the Assistant Administrator know which Interpreter you will be shadowing.
- After you have shadowed several tours and become familiar with them, you may choose to give a **tandem tour**.

To give a tandem tour, follow the steps above. Pair with another Interpreter. Choose several works of art you would each like to highlight and take turns talking to the tour group about the art you have selected.

## ***5-Minute Object Spotlight***

Occasionally you may wish to make a brief oral presentation to fellow Exhibition Interpreters at one of the regularly scheduled meetings about an artist, artwork or concept chosen to assist other Interpreters with background information for their tours. This may also be done in the galleries. If you would like more information about presenting a spotlight, or have a suggestion for a spotlight presentation, please contact the Steering Committee, Asst. Administrator or Director of Education. A blank outline is available in the resources area at the back of this manual and on the EI website.



## ***Exhibition Interpreter Calendar for year 2023-2024***

**General Meetings:** 1st Tuesday every month (9:30am social time) 10:00am-12:00pm

**EI 2<sup>nd</sup> Monthly General Meeting – Not regularly scheduled this year:** 3rd Tuesday each month, 10:00am – 12:00pm

**Steering Committee:** Meets 4<sup>th</sup> Tuesday 10:00am – 12:00pm

**Provisional EI Training:** Sept. – April 2024 (see below)

### **2023:**

Sept. 12: Ice Cream Social at JSMA

**Sept. 26:** 1<sup>st</sup> Provisional Class 10:00 – 12:00pm

**Oct. 3:** 1<sup>st</sup> EI General Meeting – 9:30am social, 10:00am meeting

Oct. 10 & 24: Provisional Classes 10:00 – 12:00pm

Oct. 24: 1<sup>st</sup> Regular Steering Committee Meeting

**Nov. 7:** EI General Meeting

Nov. 14 & 28: Provisional Classes 10:00 – 12:00pm

Nov. 28: Steering Committee Meeting

**Dec. 5:** EI General Meeting

Dec. 12: Provisional Class 10:00 – 11:30 pm

Dec. 12: EI Holiday Gathering 11:30 – 1:30pm

### **2024:**

**Jan. 9:** 1<sup>st</sup> EI General Meeting of 2023

Jan. 16: Provisional Class 10:00am – 12:00pm

Jan. 23: Steering Committee Meeting

**Feb. 6:** EI General Meeting

Feb. 13: Provisional Class 10:00am – 12:00pm

Feb. 27: Steering Committee Meeting

**Mar. 5:** EI General Meeting

Mar.12: Provisional EI Meeting 10:00am – 12:00pm

Mar. 26: Steering Committee Meeting

**Apr. 2:** EI General Meeting

Apr. 9: Provisional Training Class 10:00am – 12:00pm

Apr. 23: Steering Committee Meeting

**May 7:** EI General Meeting

May 28: Steering Committee Meeting

**June 4:** Last EI General Meeting for academic year

June 11: EI Appreciation Luncheon

June 25: Last Steering Committee Meeting (if needed)

## ***Attachments and Additional Information/Resources:***

***Planned Absence Form*** (Please send info via email to jsmatour)

***Pre-Tour School Visit Suggestions*** (See Attached)

***Tour Leader Checklist*** (See Attached)

***5-Minute Object Spotlight Presentation/Proposal*** (See Attached)

***Tour Observation Form*** (See Attached)

***JSMA Galleries Map*** (See Attached)

***JSMA Volunteer Log*** (See EI Webpage: <https://jsma.uoregon.edu/ei>)

You may use this form to keep track of your volunteer hours. Please email ***total monthly*** hours to the Education Administrator: [jsmatour@uoregon.edu](mailto:jsmatour@uoregon.edu).

***Dragon Puppet Theatre Performance Info: -***

<https://jsma.uoregon.edu/puppets>

***Current and Planned Exhibitions -***

<https://jsma.uoregon.edu/exhibitions/current>

***JSMA Staff Contacts*** - <https://jsma.uoregon.edu/staff>

***Substitute W-9 Form*** (See EI Webpage)

In order to be reimbursed for approved expenses, please fill out a Substitute W9 form and submit it to the Business Office. Once this information is on file, you will need to submit receipts for pre-approved expenses to the Asst. Admin. of Education.

***Exhibition Interpreter Contacts List*** (Provided Separately via email)

This list is updated regularly to reflect any changes. Please inform the Education Administrator if you need to make corrections or updates.

***Exhibition Interpreter Photos*** (Provided Separately via email)

Now distributed in hard copy, see Education Coordinator for your copy.

### Planned Absence Form (email [jsmatour@uoregon.edu](mailto:jsmatour@uoregon.edu))

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

\_\_\_\_\_

Your usual tour days: \_\_\_\_\_

\_\_\_\_\_

\*Please Note: If you have been scheduled for a tour during this time, you are responsible for finding your own substitute. Place completed form in Sherri Jones' mailbox or email info to [jsmatour@uoregon.edu](mailto:jsmatour@uoregon.edu).



### Planned Absence Form (email [jsmatour@uoregon.edu](mailto:jsmatour@uoregon.edu))

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

\_\_\_\_\_

Your usual tour days: \_\_\_\_\_

\_\_\_\_\_

\*Please Note: If you have been scheduled for a tour during this time, you are responsible for finding your own substitute. Place completed form in Sherri Jones' mailbox or email info to [jsmatour@uoregon.edu](mailto:jsmatour@uoregon.edu).

## ***Pre-Tour Visit Suggestions for the Lead***

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### **Schedule the Pre-tour Visit**

Call/Contact the teacher(s) at least 2-3 weeks ahead of the tour. Go as a team if possible. Schedule the pre-visit as close to the tour as possible.

#### **Questions to ask the teacher to help you plan your pre-visit**

1. Why did you pick this particular tour?
2. What has your class been studying regarding this tour?
3. What do you hope the class will get from their visit to the museum?

#### **Questions to ask Art Studio Educator regarding the studio activity**

1. What activity do you have planned for this group?
2. Do you have any suggestions on materials to bring to the pre-visit?

#### **Pre-Visit Time Suggestions**

K-2nd grade – 20 minutes  
3rd-5th grade – 20-30 minutes  
Mid-HS – approx. 20-30 minutes

#### **Possible Topics for Discussion (depending on tour)**

1. Museum Rules and Why (also previewed the day of the tour)
2. Elements of art
3. Asian topics – related to our exhibits
4. Discussion: What is art?
  - a. How do you look at art?
  - b. Who decides what makes something a work of art?
5. What is an inquiry-based, (VTS) tour?

#### **Ideas for Props**

1. Examples from the museum: silk worms, prints, books, etc.
2. Examples from your home: postcards, personal works of art, etc.
3. Maps or globes (or use what is in the classroom)

4. Bring your flashlight; let students practice “touching with the light”
5. Laminated reproductions of art: let the students be the “tour guide”
6. Asian robes: take pictures of kids wearing the robes

Most of all, have fun! This is a nice break in the day for the students and their teachers; they welcome your visit. Remember to e-mail the other EIs on your tour what you covered.

\*Sherri Jones, Assistant Administrator of Education: [jsmatour@uoregon.edu](mailto:jsmatour@uoregon.edu)

\*Hannah Bastian, Art Studio Manager: [hbastian@uoregon.edu](mailto:hbastian@uoregon.edu)

## **EI Tour Leader Checklist:**

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### **Letter to the Teacher**

- Contact teacher/tour requester by email, approx. 3 weeks prior to the tour. Call to confirm if no response.
- Review requested tour.
- Confirm the total number of students and chaperones.
- Reinforce need for nametags, breaking into groups, and assigning chaperones.
- Set up pre-tour visit, (best done the same week as tour.)
- Discuss bus parking on campus as they would have received in the tour packet. Refer them to the UO Transportation Services website for the most up to date & accurate parking information: <https://transportation.uoregon.edu/> or call UO Parking & Information at 541-346-5444.
- Inquire about special needs of the students (i.e., behavior issues, special school requirements for chaperones, disabilities, etc. as noted on the tour calendar.)
- Reinforce about late arrival protocol: The teacher should call the Lead EI as soon as possible, especially if the delay is more than 10 minutes.
- Stress the need to bring the appropriate number of chaperones. If they do not have enough, they should inform the Coordinator as soon as possible.
- Letter Examples: Resend initial letter with any updates as per your discussion with the teacher.

### **Pre-Tour Visit**

- Do the school visit; consider taking another EI to team the visit.
- Schedule 1-2 weeks ahead of time, visit about a week prior to tour.
- Usually 20-25 minutes long.
- Mention museum rules.
- You may choose to bring props, or read a short story or folktale, if appropriate.
- If you create electronic media, please check with your teacher for AV availability.

## **Before the Tour**

- Check Google EI Calendar for details and possible updated information.
- Check the calendar event for the planned studio activity or with the Art Studio Manager\* if not listed or is a non-standard tour.
- Send an email or telephone the other EIs scheduled to give the tour. Review the pre-tour visit, special needs, studio activity, time to meet at the museum, etc. Ask for confirmation that they have received your message.
- Develop your tour rotation; consider giving the other EIs cards or a map explaining the tour rotation. Have tours go in a clockwise direction if possible.

## **On the Day of the Tour**

- Check the “whiteboard” facing the security office in the staff hallway to find out which lecture hall/room to assemble the group in, usually Ford Conference room.
- Meet with other EIs before the tour; discuss tour routes and determine time to end, meet, and/or switch groups. Find out when the group must leave. Synchronize your watches. Assign EI to review Chaperone cards.
- Give family passes to the teacher.
- If the tour is an elderly group or has other special needs, plan to pick up a walkie-talkie from Security so that you can communicate rapidly in case of emergency.
- Put the storage baskets, kept in the art studio, into the lecture hall/studio to collect coats, backpacks, etc.
- Welcome the students and give a brief overview of the tour. Review museum rules and split into groups. Make sure children have put gum into the trash, left coats, backpacks, water bottles, cameras, and cell phones in the hall or reception area. If a child requires a medical backpack, alert security personnel before heading to galleries.
- Assigned EI to discuss chaperone duties with Chaperones while the tour is settling down and before the Lead EI begins their talk. Explain that chaperones can be helpful by keeping the group together, helping with doors if possible and helping in the studio. Reinforce the rules and hand out Chaperone cards.
- Try to be the first EI back (on time) and gather others if late. Consider carrying a bell to alert others that it is time for the groups to change places. The studio activity will not start until all are back.

- Do a quick check of the meeting rooms for any items left behind. Tidy up as needed. The room must be left as it was found.
- Thank teachers and debrief as needed with the teacher, Art Studio Instructor, Education Coordinator, and the other EIs.

\***Contact Info:** Asst. Admin of Education: Sherri Jones, [jmatour@uoregon.edu](mailto:jmatour@uoregon.edu) or 541-346-0910,  
Studio Manager: Hannah Bastian [hbastian@uoregon.edu](mailto:hbastian@uoregon.edu) or 541-346-6443



## **5-Minute Object Spotlight Guidelines**

Occasionally you may wish to make a brief oral presentation to fellow EIs about an artist, artwork or concept chosen to assist other EIs with background information for their tours. This may also be done in the galleries, in order to view the particular object you have chosen. Spotlights will be stored online on the EI webpage. Please use the following format for your written spotlight.

### **Why 5 minutes?**

- **Keeps up with the changes in galleries**
- **Allows for quick study**
- **Allocates tour time**

### **Suggestions:**

- **KISS = “Keep it Short & Sweet”**
- **Think of your audience**
- **Research the artist thoroughly**
- **How or why did the artist do this particular work?**
- **Medium used and its effectiveness**

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**Date:**

**EI Presenter:**

**Artwork title:**

**Year Created:**

**Artist:**

**Gallery Location:**

A. These are the 5 most essential aspects of this work of art: (List 1-5)

B. These are the questions I would use when speaking with visitors about this object: (List 1-5)

C. With which tour(s) would you use this object?

D. You may wish to include a suggested bibliography or additional images.

JSMA EXHIBITION INTERPRETER (EI) TOUR OBSERVATION FORM

Name \_\_\_\_\_ Date \_\_\_\_\_ Observer \_\_\_\_\_

Tour title \_\_\_\_\_ Intended audience \_\_\_\_\_

Time: \_\_\_\_\_, \_\_\_\_\_  
(begin) (end)

Yes	No	See	Comment	PREPARATION: Did the EI or guide:
___	___	___		Check the bi-weekly schedule to find out about other tours that day?
___	___	___		Walk the planned tour route the day of the tour to check the status of objects planned?
___	___	___		Arrive early and begin the tour on time?

INTRODUCTION: Did the EI or guide:

___	___	___		Introduce him/herself to the visitors gathered for the tour?
___	___	___		Exhibit a welcoming, confident, and enthusiastic attitude?
___	___	___		Give a general introduction to the museum and review museum rules?
___	___	___		Present a theme or purpose for the tour?

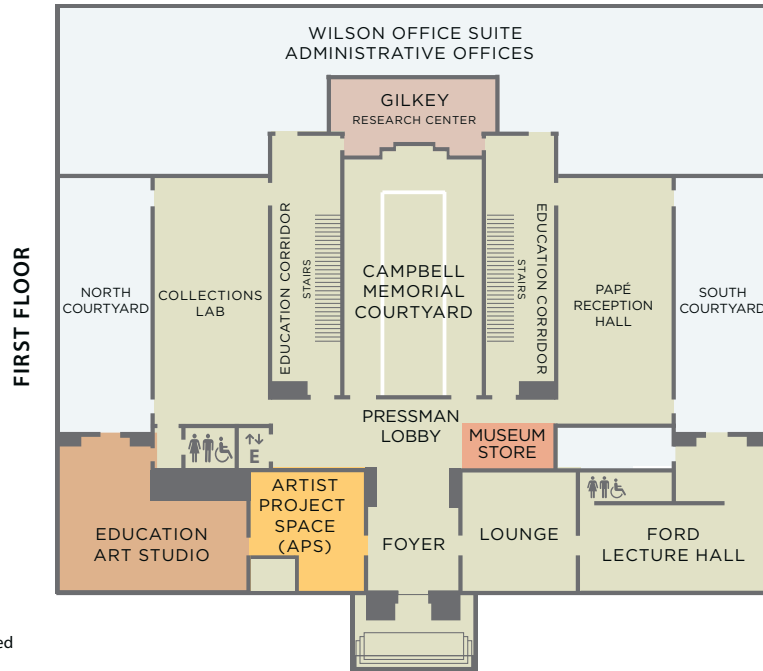
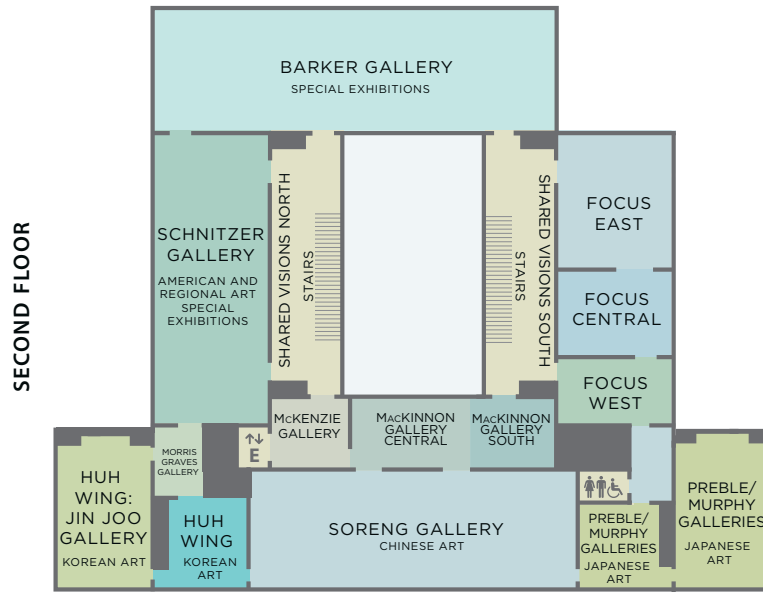
COMMUNICATIONS: Did the EI or guide:

___	___	___		Use voice in a clear and audible manner?
___	___	___		Have a rapport with the group?
___	___	___		Appear at ease and enthusiastic?
___	___	___		Make eye contact with the audience?
___	___	___		Allow time for looking in silence?
___	___	___		Stand next to objects, face the audience, and follow the "one foot rule"?

___	___	___	Notice group reactions and adjust to interest levels, attention span, and language skills?
___	___	___	Review, summarize, or paraphrase during the discussion?
<b>Yes</b>	<b>No</b>	<b>See Comment</b>	<b>CONTENT AND TECHNIQUES: Did the EI or guide:</b>
___	___	___	Know the tour route and organize the tour well?
___	___	___	Make the theme clear throughout the tour?
___	___	___	Choose objects that supported the theme and provided a well-balanced tour?
___	___	___	Refer back to objects visited earlier in the tour?
___	___	___	Use open-ended questions to engage visitors?
___	___	___	Vary the pace of the tour (integrate inquiry, lecture, props/visual aids)?
___	___	___	Use transitions to make a cohesive presentation?
___	___	___	Compare, contrast, and put objects in context?
___	___	___	Exhibit flexibility in object selection when other tour groups were in the same gallery?
___	___	___	Present accurate information in an organized and respectful fashion?
___	___	___	Use consistent and accurate pronunciation?
___	___	___	Allot time well and complete the tour in approximately one hour?
___	___	___	Provide a conclusion that summarized key ideas and encouraged further exploration?

**COMMENTS:**

JORDAN SCHNITZER MUSEUM OF ART



FRONT ENTRANCE

Elevator

Restrooms\*

\* The main restrooms are located on the JSMA's lowest level and are accessible by elevator and stairs.