



## Position Title: *Docent (McIntosh Gallery)*

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### Position Summary:

Program Facilitator/Docent(s) are part of the McIntosh Gallery team.

As a *Program Facilitator/Docent* your role will be to facilitate the creation and execution of various tours and programs that engage the Western and London communities and beyond. These programs facilitate participation, exchange, and support new relationships with art, ourselves, and each other. We are looking for people who are excited to facilitate connections between people and art!

*Program Facilitator(s)* work in a team environment where they learn about current exhibitions, artistic practice, art education, and public speaking. Using this knowledge, they will develop art experiences for the public. This may include:

- Leading exhibition tours for a variety of audiences, including university classes, students in grades 1-12, and adult groups in the gallery.
- Leading tours for works on display in the ArtShare Program for a variety of audiences, primarily university staff and students. Through ArtShare, about 600 artworks from the collection are on display across campus.
- Leading Mindful Mondays, a slow-looking program that uses mindfulness practices to encourage visitors to slow down and experience art in new ways. This unique program encourages participants to look deeply, engage multiple senses, and explore new perspectives, leveraging the power of art and mindfulness to reduce stress and encourage connection.

As the Program Facilitator(s) gain experience, they may deliver other programs or develop their own program ideas to support audience engagement.

McIntosh Gallery is Ontario's oldest university art gallery. Our mission is to embrace the power of art to transcend barriers and create pathways. Professional and student staff work across customer service, education, outreach, and communications within the gallery and at gallery events across campus, collaborating with other departments to maximize the potential of each student.

### What will you gain from this role?

- Develop and enhance skills for interpersonal communication, audience engagement, facilitating informal educational experiences, working on projects with a team, and obtaining networking and leadership experience.



- Enhance your public speaking, storytelling, and community engagement skills.
- Introduction to the behind-the-scenes work of a professional art gallery.
- Gain exposure to and awareness of the gallery sector and object-based learning. See how art and visual culture can be used to enhance education and create connections.
- Attain personal satisfaction and growth from being able to express yourself creatively and connect with others.
- Receive feedback via a midterm and year-end performance review.
- Obtain recognition through Western's Co-curricular Record.

### Key Responsibilities:

*\* Please Note: The following list of responsibilities represents the full range of work a Program Facilitator/Docent could be assigned. It is not expected that a single candidate would contribute to all of these responsibilities. The focus of the Program Facilitator/Docent work will be determined by the individual's interests and the needs of the gallery.*

- Work collaboratively with the *Curators* and other *Program Facilitators/Docents* to brainstorm and develop tours, customizing the content to your personal interpretation and perspective. Tours may be exhibition tours or ArtShare tours.
- Deliver tours to a variety of visitor groups, including staff, students, and the general public. This may include children and adults with specified access needs.
- Work collaboratively with *Mindfulness Specialists* and other *Program Facilitators/Docents* to brainstorm and develop Mindful Monday sessions that are specific to the current exhibition.
- Deliver Mindful Mondays to visitor groups and integrate the practice of slow looking into other programs.
- Collaborate with other Peer Leaders (Collections Assistant(s) and Curatorial Assistant(s)) to support the development of tours and programs.
- Work with *Curators* and other *Program Facilitators/Docents* to gather feedback, assess tours, and make adjustments to increase audience engagement over time.
- Develop new programming opportunities to be led by *Program Facilitators/Docents* with support from Gallery staff.
- Attend initial training meetings and ongoing professional development meetings.
- Complete reflections periodically throughout the year. One reflection task may include goal setting.
- Promote and maintain a welcoming atmosphere to other Peer Leaders.
- Discuss with supervisor any questions, difficulties, or problems.
- Serve as an ambassador for the gallery.



### Position Requirements:

- Students with a strong interest in communication, storytelling, and public engagement.
- Comfortable speaking in front of a group and answering questions.
- Ability to meet deadlines and stay organized.
- Problem-solving abilities.
- Strong interpersonal skills and ability to work well with peers.
- Ability to work independently and virtually.
- Students from any discipline with an interest in visual arts, creativity, education, and public speaking are encouraged to apply. Diverse perspectives make for the best tours.

### POSITION SPECIFICS:

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#### TERM LENGTH:

Fall/Winter terms, September 1, 2026 – April 30, 2027 (training takes place in August/September)

#### TIME COMMITMENT:

- 2 hours per week. 50% program delivery and 50% program development (in-person at the gallery with some remote options).

#### POSITION TRAINING:

- Approximately 1 hour of gallery and program introduction.
- Approximately 1 hour per month of mindfulness, public speaking, and/or art education training.

**\*\*No commitments during exam periods.**

#### WESTERN PEER LEADER (WPL) TRAINING:

- Complete Human Resources Training:
  - WHMIS
  - Health & Safety
  - Safe Campus
  - AODA
- Complete WPL Fundamental Training:
  - Boundaries E-Learning Module
  - Equity & Inclusion e-Learning Module
  - Gender-Based Violence Policy e-Learning Module
  - Indigenous Initiatives Content & Reflection
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form and/or Student Self-Reflection (one per term)



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McIntoshGallery

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\*\* Trainings subject to change

#### Reports to:

Rachel Deiterding, *Curator (Collections & Special Projects)* and/or Helen Gregory *Curator*.

#### Application Method:

Login to [Western Connect](#), and navigate to the **Western Peer Leader posting boards** to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](#) website).

#### Western Values Diversity:

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at [shona.casserly@uwo.ca](mailto:shona.casserly@uwo.ca) or phone 519.661.1111 (89081).