Consultant: Docent & Program Training Specialist
LA Plaza de Cultura y Artes serves the public by providing educational experiences through public programming and exhibitions that celebrate the rich cultural heritage of Mexicans, Mexican Americans and all Latinos in Southern California. LA Plaza opened to the public in 2011 in two renovated buildings located in the downtown Los Angeles historic core. Established by the County of Los Angeles, LA Plaza operates as a non-profit organization governed by a board of directors and is partially funded through the County's cultural arts program. LA Plaza is a Smithsonian affiliate museum. More information is available at www.lapca.org.

LA Plaza seeks an experienced consultant who is knowledgeable in all aspects of docent work, program development, mentorship, educational training and assessment, with a dedication to creating a vibrant bilingual program of all ages. The consultant will work closely with the Senior Curator, Director of Education and Visitor Engagement Coordinator to develop a program plan, policies and procedures; establish a process for learning and creating materials; define and implement best practices for docent recruitment; and generate collaborative goals based on the institutional mission for this new program.

During COVID-19 regulations, the consultant will work remotely for a period of six months, a total of (64) hours per month, not to exceed (20) hours per week via Zoom, email and phone to train our Visitor Engagement Coordinator on all aspects of developing the project scope and managing a new docent program. For the first year, LA Plaza is looking to recruit 10-20 diverse docents and establish a framework that goes beyond traditional museum docent programs to incorporate experiential learning and multi-media storytelling, while maintaining a deep commitment to the interpretation of inspiring narratives about Los Angeles history, Mexican, Mexican American, Latina/Latino, and indigenous perspectives.

Compensation
LA Plaza will compensate the Consultant at the rate of $20,000 with a scheduled plan of three payments per invoice submission. All deliverables, reimbursements, invoices and other related billing requests must be pre-approved by the Senior Curator.

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action institution and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

How to Apply
Please send resume and cover letter, demonstrating your interest and qualifications to jobs@lapca.org
Project Scope and Schedule

PHASE 1: Strategic Plan & Training Staff
Months 1-2

- Train Visitor Engagement Coordinator on all aspects of organizing and managing a docent program
- Create a Docent Purpose/Identity/Mission Statement
- Develop strategic plan, policies, procedures, and budget proposals for a sustainable docent program
- Establish administrative procedures, protocols, and forms to ensure an efficient and effective management of docents and program functions, including a program assessment.
- Create criterion for recruiting and becoming a docent, set qualifications, commitments and responsibilities
- Identify membership requirements/benefits and Docent application process
- Formulate Docent governance process and council organization with docent chair, social chair and secretary
- Design a methodology for appropriate docent-to-public communication, vocabulary, and interpretive standards for conversational engagement inclusive to all demographics.

PHASE 2: Docent Content and Materials
Months 3-4

- Create tour goals and customize different themes for a particular curricular focus or age group
- Ensure that all content provided by curatorial, education, visitor services, and HR to docents is vetted for authenticity
- Build Docent training curriculum and schedule
- Create a Master Teacher’s Docent Training Manual with teaching strategies that create, present, connect, and respond to each training module, complete with exercises and self-evaluations
- Create the docent learning manual that include policies, docent protocol information, exhibition scripts, tour templates, object/artwork guides and important museum and community information

PHASE 3: Docent Recruitment & Training
Months 5-6

- Upload application materials and deadlines to the website
- Review, select and invite vetted candidates and complete process and paperwork
- Set calendar and logistics for docent training and schedule participating staff trainers/guest speakers
- Complete training and hold graduation event