

Arcade LCAA Gallery Docent Guidelines

Licking County Art Association is a non-profit arts organization. LCAA has been promoting art in our community since 1967. We had a slight delay promoting artists as we reorganized and moved to a new home base in the Historic Arcade in Feb.2025. We are appreciative for the membership that stood by this reorganization. Docents are extremely important for the promotion of the Arcade LCAA Art Gallery. Volunteer docents are responsible for promoting and making visible the artists who are members of LCAA.

Guidelines for Docents

1. Attend a docent training session!
2. Opening the Gallery NEVER Leave the Gallery Unattended Unlocked!
 - a. Use the key code to enter the gallery. Put the key back in the box locked. Make sure no one can take the key box. The top file drawer key is also in the lock box. It contains the payment tab, Samsung Galaxy tab, Activities Tablet. This is locked up before you leave your docent shift.
 - b. Turn on the lights and prepare to accept payments for art.
 - c. Know how to access the payment system.
 - d. Check the gallery for neatness, e.g. straight wall art etc.
 - e. Make notes if anything seems out of order that needs Board notice.
 - f. Review who has art in the gallery on the intake forms.
 - g. A notebook will require you to keep track of customer numbers, questions or other information important to communicate. *Date and sign your notes.*
3. Greeting Customers
 - a. Make everyone feel welcome, smile, answer questions etc.
 - b. Offer a brief history of LCAA
 - c. Learn about the art in the Gallery to answer questions.
 - d. Know which artists are willing to be notified by a customer.
 - e. Keep track of the number of customers.
 - f. Let customers know we accept memberships and donations.
4. Gallery Shifts may change as we understand the monitor traffic and sales
 - a. Shifts are as follows: Wednesday and Thursday 12-4:00 PM
Friday and Saturday 2:00-6:00 PM
 - b. If you are not able to make a shift and cannot find a docent to fill in for you, contact a board member from the list for instruction.
 - c. If you have to leave early for an emergency then post the closed notice on the door and contact a board member.

5. Taking Care of Sales (learn the payment options, Tap to Pay)
 - a. Make sure the buyer knows the sale price and tax info. Include this on the receipt before inputting into the Tap to Pay
 - b. We can accept Check or Credit Card, checks, can take cash, discouraged as we will not keep change. Tell customer we cannot do change.
 - c. Write up a receipt, one per artists work if buying more from multiple artists.
 - d. Separate receipt for members for consignor fee and or membership fee as no tax is for these amounts. Member gets a copy.
 - e. Buyer gets a yellow receipt copy.
 - f. Thank the buyer!!
 - g. **Check the LCAA Arts Intake Form and complete the appropriate columns.**
 - h. Contact the artist to inform of a sale if permission by the artist.
 - i. All sales transactions must be accurate!!! You will be responsible for any mistakes in artist fee and or tax info.
6. Docent input is important.
 - a. If you have an idea or question, please bring it to the Gallery Committee.
 - b. Please respect all the artists, and the procedures of the Gallery.
 - c. Do not bring in or change out more art during your shift unless approved by the LCAA Gallery Space Committee.

Failure to comply with the Docent Guidelines will result in a hearing with the LCAA Gallery Space Committee and possible Board of Trustees review. The review may include docent reasons, a request to change and up to termination as a Docent.

Docent Signature: _____ Date: _____

LCAA Gallery Space Committee representative

Signature: _____ Date: _____

July 1, 2025, subject to change as we grow into our gallery.

As a docent your input is important on how LCAA can improve the gallery, keep in mind the goal is to bring in enough revenue to pay the Rent and Utilities!