

SECURITY/ADMISSIONS STAFF MEETING (Laurie Parsons Project)

December 3, 1992

Present: PK, SC, FM, AY, MY, JW, LT

Minutes: Mimi Young

The meeting was called to discuss the possibility and logistics of extending aspects of the Laurie Parson's project. It was decided that Security/admissions staff training workshops for the upcoming exhibition(s) will continue, and will including both exhibition and security information.

PK informed the group that two security staff people have requested reference materials to have available to hand out to visitors when they do not feel comfortable talking to visitors.

PK also reported that, overall, security/admissions staff found it more interesting to hear artists speak about their work than to just hear the curator's talk.

LT then pointed out that the information provided for SPATIAL DRIVE by the guards was in reference to specific art works and did not deal heavily with the complexity of ideas presented in the exhibition. In order to avoid misinterpretations and oversimplification of ideas, it was agreed that future training sessions continue to focus on individual projects and a basic level of understanding of the exhibition themes.

SC expressed concern over misinformation when staff members do not attend training sessions and only receive information second-hand. SC felt it necessary that the training workshops be mandatory whether or not staff chooses to speak to visitors, so that everyone receives the same level and quality of information and interaction.

SC recommended that for one-person shows a few hours with the artist and a morning with the curator would be a sufficient training session. For group-shows, she suggested an all day workshop on the Saturday before the show opens, that would include a brief talk by the curator(s) and slide talks by the artists. In addition, security/admissions staff would be invited to attend the walk-through on the day of the opening. A follow-up workshop would then be scheduled a few weeks after the exhibition opens in order to answer any question security/admissions staff might have.

PK suggested that part-time security/admissions staff be paid for their time at the workshop, while full-time security/admissions staff receive comp-time. Workshops would be viewed as part of the job for all full-time security/admissions staff.

PK said that she budgets in one to two hours for training sessions a month. The Saturday workshop would be a 7-hour day. The (ten) part-time security and admissions staff people would earn \$10/hr for a total of \$700 and the (three) full-time staff members would earn comp-time. PK said that some of this money can come out of her budget.

Coordination of Training Sessions for the upcoming exhibition:
IN TRANSIT:

SC will facilitate the meetings and be present at all training sessions.

FM will ask the two co-curators and five artists from IN TRANSIT to speak to security/admissions staff.

1. Saturday, January 9th there will be a training workshop for admissions/security staff which will run from 10:00 am to 6:00 pm with an hour break for lunch and an afternoon break. All museum staff members and docents are invited to attend but must stay for the entire workshop, this includes the curatorial staff.

15-20 min. introduction
5-6 artist talks

2. Security/admissions staff will be invited to attend the walk-through the day of the opening.
3. January 30th there will be a follow-up workshop to answer any questions security/admissions staff might have.

SC suggested that the staff re-evaluate the training program at the end of IN TRANSIT.