

## **'On Demand' Training – Workshop Descriptions and Fees**

### **Overview**

Museums Australia (Victoria) provides on-demand training to meet the needs of paid staff and volunteers from small organisations.

Training By-Request involves workshops that:

- provide an introduction to museum practices and issues
- can refresh or update knowledge acquired from prior training and experience
- are designed and written by museum professionals based on current standards of best practice
- are delivered by museum professionals with knowledge of the subject area
- vary according to the topic being covered and generally include two or more of the following learning methods: presentations, hands on workshop activities, group activities, discussion and demonstrations
- provide 4.5 – 5 hours of activity and information delivered as one-day training sessions, plus lunch and tea breaks.

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### **Workshop Descriptions**

#### **Business Planning** (Introductory level)

A business plan is a road map to achieve what you want for your organisation. This one-day workshop covers all the key information and tools required to develop a business plan. By the end of the day you will have an understanding of how to go about completing a business plan and a template to guide you through the process.

#### **Care of Photographs and Negatives**

Photographs and negatives are fragile objects requiring particular care to ensure their long-term preservation. This workshop looks at the common causes of deterioration of photographs and negatives. It provides strategies for museums and galleries of all sizes in caring for photographs and negatives and explains how their care differs from the rest of your collection.

#### **Caring for Textiles**

Textiles are one of the most fragile types of objects held in collections. They are highly susceptible to damage from inappropriate handling, light, fluctuations in temperatures and relative humidity, pollutants and insects. Effective long term care can be achieved by understanding the factors that contribute to their deterioration and taking measures to minimise these factors. This workshop covers all these factors in caring for textiles and provides low cost solutions for storage and display.

### **Caring for Your Collections** (Introductory level)

Collection custodians need to be aware of the best methods for storing, displaying and handling heritage objects. This workshop provides practical advice on procedures for taking care of valuable community collections. This introductory level workshop focuses on the main causes of deterioration to your collections. It provides simple strategies that will assist you in minimizing the risks.

### **Cataloguing** (Introductory level)

Cataloguing is an essential part of managing a collection. This workshop demonstrates the advantages and methods of cataloguing. It looks at why we need to catalogue; the core information; cataloguing objects and photographs; and includes practical hands-on activities so participants gain the skills to work with their own collections.

### **Conservation Planning**

This workshop looks at why it is important to develop a Conservation Plan, how to get the most out of working with a conservator, the key areas to include in the Plan and building a support network. It also looks at the various funding options available for Conservation Planning. A practical exercise will also be included.

*Please note: Conservation Plans can only be produced with input from a professional conservator – this workshop will not enable participants to undertake the task without support. Prior attendance at the Caring for Your Collections workshop is recommended.*

### **Disaster Planning** (Introductory level)

Disaster Preparedness is vital for all organisations that hold collections in trust for future generations. This workshop covers all of the key areas in preparing an effective museum disaster preparedness plan. By the end of the workshop participants will have the skills to:

- write an active Disaster Preparedness Plan for their own museum
- use *Be Prepared* to complete an emergency management plan for their museum
- identify agencies to approach to ensure their museum's needs are included in community level planning.

### **Exhibition Design – Art** (Introductory level)

This session explains design principles as well as installation and display techniques for visual art exhibitions. It covers handling of artwork, a range of hanging techniques and the use of hanging equipment. It also looks the use of screens, plinths and display cabinets as well as how to get a professional look using lighting techniques and colour.

### **Exhibition Design – Social History Exhibitions** (Introductory level)

This workshop is designed for smaller museums. An experienced exhibitions designer lets you in on the trade secrets for creating exhibitions and displays on a limited budget.

### **Exhibitions: From Concept Development to Delivery** (Introductory level)

This workshop focuses on the planning and development processes needed to turn a good idea into an exhibition, the 'do's and don'ts' of exhibition development, and the use of colour and text types as they relate to exhibitions.

**Grant writing** (Introductory level)

This workshop explores the range of funding opportunities available and provides tips on where and how to look for the appropriate grant. Participants will be taken through the process of how to prepare a strong funding application.

**Marketing** (Introductory level)

This workshop covers all the key information and tools required to develop a marketing plan for your organisation, no matter how limited your budget may be. By the end of the day you will be well on the way to having a marketing plan that will effectively focus your efforts and guide your organisation.

**Significance Assessment** (Introductory level)

Undertaking a significance assessment is vital to understanding the value of your collection. This workshop will explain how assessment is done and can lead to a better understanding of your collection.

**Storage, Handling and Movement of Objects** (Introductory level)

Careful consideration needs to be given to storage as objects can be at risk from poor quality storage materials and harmful storage practices. Similarly, objects are particularly vulnerable when being moved and need to be handled with care. This workshop covers the correct handling and movement procedures for a range of collection types. Participants will learn the proper handling and storage preparation methods and gain practical hands-on experience in handling and preparing collection items for storage.

**Writing Labels** (Introductory level)

This workshop focuses on preparing text for interpretive panels and labels. The concept of interpretation is introduced and participants will learn the art of preparing succinct labels without compromising the curatorial intent.

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**Fees and Associated Costs**

The fee for the above workshops is \$900 plus expenses\* and GST (2016). This cost is for the professional presentation of a workshop to a group. The fee does not include any food, refreshments or venue hire costs – these are the responsibility of the organisation arranging the training.

\* Expenses include travel and accommodation for workshop presenters. Expenses may be reduced if the request for training coincides with other Museums Australia (Victoria) work commitments in your area at the same time.

**Responsibilities of Museums Australia Victoria:**

- present the workshop on the agreed date, at the agreed time
- provide appropriate materials for participants
- supply a digital projector and computer for the presentation.

**Responsibilities of Organisations Requesting MA (Vic) Training:**

- supply an appropriate venue with:

- enough space to comfortably accommodate the number of participants (maximum of 20) - this will vary depending upon type of training being presented
- sufficient chairs and tables for participants to work from - this will vary depending upon the type of training being presented
- a clearly visible screen or white wall for the projection of presentations
- organise meals and refreshments (they can be supplied or participants can be asked to bring their own)
- promote the training to intended participants
- manage the booking / registration of workshop participants
- determine the charge to workshop participants
- receive and pay the invoice for the flat fee plus agreed expenses and GST.

### **Enquiries**

For all training enquiries or needs, please contact:

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