

## **Fusion Training: Museum Basics**

Date: Wednesday 28<sup>th</sup> August

Time: 10:00 – 17:00

Location: Museum of London, London Wall

**Facilitators:** Crystal Mah-Wing and Elizabeth Coningsby

**Trainers:** Sarah Brown (Collections Trust), Libby Finney (Museum of London),  
Deanne Naula and Alec Ward (London Museum Development)

### **What will be covered?**

This training day will give staff/volunteers new to the Museum sector an introduction to some key areas of its work. Fusion training will consist of two half day sessions; one which deals with Collection Care/Collections Management and the other which deals with Audiences/Digital. Fusion training is designed for participants to attend both sessions. A sandwich lunch will be provided.

### Session 1:

#### An Introduction to Collections Care

Collections are often the most important resource of a museum, so understanding how to care for them and prevent them from being damaged is vital. In this session we will consider the agents that cause damage to collections and how to avoid or mitigate them. We will also look at tools which are available to help you assess the state of your collections, plan strategically for their care and use and help you to meet and maintain Accreditation standards.

#### An Introduction to Collections Management

Sarah Brown, Outreach Officer for Collections Trust, will introduce basic museum documentation and standards. We will discuss the importance of museum documentation, introduce the collections management standard

Spectrum 5.0, and explore how this is linked to the museum Accreditation standard.

**If you can, please could you bring along your organisation's documentation manuals, if you are based in a museum.**

### Session 2:

#### An Introduction to understanding and developing your audiences

Deanne Nuala, Museum Development Officer Audiences, will show you how museums work with visitors in a variety of ways, as well as how visitors affect the way museums work through their interactions. The session will cover who is coming to museums nationally and in London and how we know.

#### An Introduction to Digital in Museums

What sort of digital activities do museum professionals undertake within their organisations and what are the skills and literacies they need to do them? In this session, Alec Ward (MDO Digital and Communications) will look at the types of digital activities that museum professionals undertake within their work. We'll look at examples from all kinds of museums and discuss the types of skills and knowledge you might need to do this type of work yourself.

### **Who should attend?**

This course is aimed at early career museum professionals, such as museum trainees, apprentices and those in entry-level positions.

### **Approximate session timetable**

After refreshments on arrival you will be divided into two groups. One group will attend the Collections Care/Collections Management session and the other will attend the Digital/Audiences session. Then in the afternoon, the groups will swap over.

10:00	Tea/coffee on arrival
10:15	Session 1 /Session 2
13:15	Lunch
14:00	Session 2/Session 1
17:00	Close

## Learning objectives

By the end of this session you will:

- Understand how to care for a museum collection and how to prevent them from being damaged
- Look at tools available to help you assess the state of your collections and plan strategically for their care
- Have knowledge of the Spectrum 5.0 standard and where to find additional guidance
- Understand the role of museum documentation and the Spectrum standard within museum Accreditation
- Understand the national and London picture of museum visitors
- Understand the broad range of work with visitors within museums
- An understanding of the types of digital activities that museums undertake
- An understanding of the types of skills and literacies you might need to do these types of digital activities within your work

## Support towards Museum Accreditation:

- 5 – Hold useful and useable information on collections
- 6 – Care for and conserve collections
- 8 – Understand and develop your audiences
- 9 – Engage with your users, and improve their experience

## Further information

Please ensure you have your line manager's permission to attend before booking your place. Final confirmation of places will be sent out at least a week before the course. Please keep the **28<sup>th</sup> August** available in your diary until your place has been confirmed.

Priority is given to staff working in non-national and non-National Portfolio museums in the London region. A late cancellation (less than 24 hours) / no show charge of **£50** will be applicable. Light refreshments will be provided. Further Information will be emailed to confirmed delegates.



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