

## **E-update for London's Museums – 21 September 2020**

Last week the government announced new Covid-19 measures, which took effect on Monday 14 September. You can find further information about the new measures [on the gov.uk website](#), including an outline of the 'rule of six' and that it is now mandatory for organisations to have a system to collect NHS Test and Trace data (to be kept for 21 days). The [NMDC has updated their Good Practice Guidelines](#) to reflect the recent changes, you can find further information about this guidance and the AIM and Museum Development Network's accompanying checklist [below](#). The situation may change as Covid-19 cases continue to rise in the UK, so it is important to **keep an eye on the news and the [Gov.uk website](#) for the latest information.**

**Arts Council England's relaunched National Lottery Project Grants** have been designed to help fund independent organisations, creative practitioners and freelancers as quickly as possible. New supplementary guidance for museums can be found [on their website](#). Further details about the National Lottery Project Grants [can be found below](#). You can also find a recording of the [refresher session on Project Grants](#), delivered by ACE's Sue Barnard, Senior Relationship Manager and Mirka Kotulicova, Relationship Manager, Museums, [on our YouTube channel](#).

The final round of the **Art Fund's 'Respond and Reimagine grants'** is open. These new grants aim to help museums, galleries and cultural organisations respond to immediate challenges connected to the Covid-19 crisis, and offer support to adapt and reimagine ways of working for the future. The Respond and Reimagine grants offer funding from £10,000 to £50,000. The third and final round has a deadline of Monday 12 October. For further information about these grants, including who can apply and what they will fund, please [visit their website](#).

AIM has worked with the national Museum Development Network to produce an [accompanying checklist](#) to the museum reopening guidance, published by the National Museum Directors' Council (NMDC) with support from DCMS and the Museums and Galleries Working Group. You can find the Guidance, and the Checklist, on [AIM's website here](#). If you would like help or advice with reopening, do [contact your MDO](#). The Government has also clarified how organisations are [expected to support the NHS Test and Trace](#). You can find further information on Test and Trace [on the Gov.uk website](#).

We have added a number of new training session recordings to [our YouTube channel](#). These include '[Planning for Alternative Futures](#)', '[Making a basic digital interactive](#)', '[Video Editing](#)' and a series of training sessions on [using social media](#). You can also get the code for the 'Planning for the future of volunteer management' training session by [emailing us directly](#). Don't forget to [subscribe to our YouTube channel](#) and to click the notification button to be notified of when we release new videos. You can also find a recording of the '[Planning for Reopening](#)' session, led by Ben Melham and the [Creating a Family Friendly Environment](#). You can find more information about our upcoming online training sessions [below](#).

We will continue to offer one-to-one advice to museums from their [local MDO](#) and [specialists](#) on Organisational Health, Audiences, Digital Technologies and Collections. You can find the support you need [on this page](#).

1. **[Sector News](#)**: Museum tours allowed; Rule of Six; Survey Results from VocalEyes; Birmingham Museums Trust appoints 'trailblazers'; Grants released in 'record time'; Kickstart Scheme; Culture on our high streets; Funders want to hear from you; Uncertainty as museums try to restart group activities; National Trust ramps up reopening plans; Cultural Consumption Under Lockdown; London Museums Group Update; World Turned Upside Down; Sporting Heritage Digital Conference; SWFed Online Conference; Dynamic information for dynamic collections; The Imagination Museum Consortium; Face coverings in museums; Guidance on reopening museums; Culture at Risk; DCMS Covid-19 bulletin
2. **[Funding and Funding Support](#)**: National Lottery Project Grants; Collections care and conservation grants; Respond and reimagine grants; Small Project Grants; Community Infrastructure Levy Neighbourhood Fund; Creative Futures Fund Small Grant Scheme; National Lottery Community Fund; 'Pay it Forward' platform; Trusts and Foundations for London Museums resource
3. **[Training, advice and resources](#)**: Fundraising for non-Fundraising Professionals; Networking and forming partnerships online; Image Editing For Beginners; Podcasting for museums; Volunteer Management: Support and Supervision; Reopening the Design Museum; Resources for planning for post Covid re-opening; Equality Diversity and Inclusion Resources; Disposals procedures and Accreditation; Space for Learning: Covid Secure guidance; The 'EMBED Reopening Recommendation'; Ticketing resource; Knowledge Quarter Local Audience Insight; ACE Resources on Government and Wider Support; Safety guidance for museums coming out of lockdown
4. **[Job Vacancies](#)**: Museum Co-ordinator; Digital Producer; Documentation Officer; Call for GEM Trustees 2020; The London Museums Group is recruiting a Treasurer
5. **[Heritage in Lockdown](#)**: Merton Heritage Service Discovery Day; Horniman Museum offers loans to smaller museums; Kids in Museums reprises Where's Wally? Initiative; Museum Reopening videos

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## 1. **Sector News** [\(to top\)](#)

### **Museum tours allowed provided social distancing between groups**

Currently "Museums in England will be able to host tour groups of up to 30 people but must still abide by the Rule of Six, according to the latest update from the UK Government. This means that each group on the tour must consist of no more than six people, unless it is a family group or supportive bubble. Social distancing must be respected at all times between groups, so that if a person is in a group of six, they must stay within that group at all times and cannot join another group or mingle with

other individuals or groups.” Get all of the information on the necessary precautions for tour groups by reading the [full article on the MA website](#).

### **‘Rule of Six’, new Covid-19 rules and regulations**

Last week the government announced new Covid-19 measures, which took effect on Monday 14 September. You can find further information about the new measures [on the gov.uk website](#). Headline measures from the changes include that you must not meet with people from other households socially in groups of more than 6. This will apply both indoors and outdoors, including in homes. COVID-19 Secure venues, including museums, can currently still host larger numbers in total, but groups of up to 6 must not mix or form larger groups. Businesses will also have a clear duty to support NHS Test and Trace. From 18 September, it will be mandatory for certain businesses to have a system to collect NHS Test and Trace data, and keep this for 21 days. The NMDC has updated their Good Practice Guidelines to reflect the recent changes, you can find further information about this guidance and the AIM and Museum Development Network’s accompanying checklist [below](#). The situation may change as Covid-19 cases continue to rise in the UK, so it is important to keep an eye on the news and the [Gov.uk website](#) for the latest information.

### **Survey Results from VocalEyes**

VocalEyes has released the results of a survey into the concerns and needs of blind and visually impaired museum visitors when making both physical visits and taking part in online events. The survey provides useful information for museums in developing their access for all, particularly around live-streamed events. You can find the [vocaley.es.co.uk/survey-museum-re-opening-and-live-streamed-events](#).

### **Birmingham Museums Trust appoints ‘trailblazers’ Sara Wajid and Zak Mensah as joint CEOs**

“November will usher in a new era at Birmingham Museums Trust, with the organisation set to become the first represented on the National Museum Directors’ Council to offer a CEO job share and only the second to appoint a person of colour to a leadership role.” Read the full story [on the M+H Advisor](#).

### **Heritage Emergency Fund grants released in ‘record time’**

“National Lottery Heritage Fund provided 961 organisations from the northernmost outposts in Scotland to the southern tip of Cornwall with emergency grants to ensure they were able to survive the immediate impacts of the Covid-19 crisis.” Read the full article [on the M+H Advisor](#).

### **Supporting museums to get involved in the Kickstart Scheme**

“The Museums Association and the Association of Independent Museums (AIM) are working together to help museums take part in the UK-wide [Kickstart Scheme](#), the initiative launched recently by the UK Government for young people at risk of long-term unemployment.” The Kickstart Scheme provides funding to employers to create job placements for 16 – 24 year olds. However the participating organisation must be able to offer at least 30 placements. So the MA and AIM are working to help support museums that want to take part in the scheme, by facilitating a virtual networking session on 30 September to enable museums to explore their options and to broker partnerships. If you wish to participate, you must register your interest by 24 September. Further information can be found [on the MA's website](#).

### **Culture on our high streets**

ACE has published two new reports on the value of cultural organisations to our high streets, showing how important these spaces will be in reanimating local economies as we emerge from the Covid-19 pandemic. You can find both reports [on their website](#).

### **Didn't apply for the Culture Recovery Fund? Funders want to hear from you**

Arts Council England, the National Lottery Heritage Fund and Historic England would appreciate your feedback, which is needed to understand better the future needs of sector organisations now that the application window for the first round of the Culture Recovery Fund grants and loans has closed. Your responses will help shape their thinking on any further support needed. If you didn't apply to any of the recovery funds, you can [complete the survey here](#).

### **Uncertainty as museums try to restart group activities**

Restrictions around the new 'rule of six' is bringing fresh uncertainty as museums try to restart group activities within their buildings. "The announcement of new restrictions on large gatherings – as well as more stringent Test and Trace regulations – has put added pressure on the museum sector as it gradually reopens after lockdown. The new social distancing rules are being introduced after a surge in Covid-19 cases in several parts of the UK. From 14 September, indoor and outdoor gatherings of people from different households will be limited to six people in England. The so-called "rule of six" has also been introduced in Scotland and Wales, although children under 12 are exempt in those nations." Read the full article [on the MA's website](#).

### **National Trust ramps up reopening plans**

"Since reopening dozens of historic houses and over 135 gardens to a great deal of success after lockdown restrictions eased, the National Trust now plans to reopen an increasing number of sites every week." Read the full article [on the M+H Advisor](#).

### **Cultural Consumption Under Lockdown**

How did cultural consumption change during the lockdown? The Creative Industries Policy and Evidence Centre has [published the results of its 6 week survey of cultural consumption during lockdown](#).

### **London Museums Group Update**

The London Museums Group is excited to announce their new-look website! You can continue to visit them at [www.londonmuseumsgroup.org](http://www.londonmuseumsgroup.org) to continue to explore fantastic blogs by staff in the London museum sector, and to find the latest updates on their events, partnerships, and 2020 programme. The LMG will continue supporting London museums, collections and communities through their work as an essential peer-to-peer network for London museum workers. They are excited to announce that the London Museums Group are partnering with Birkbeck, University of London through the [Mentoring Pathways programme](#). The programme aims to support Birkbeck students' career aspirations and exposure to professional museum networks, as well as providing training for LMG members that sign up as mentors for the programme.

### **World Turned Upside Down: Exploring the Future of Museums**

2 – 6 November, Online (via Zoom), free for MA members

This year's Museums Association (MA) Conference is open for booking. The event, which is for MA members only, features a range of fantastic speakers, engaging

sessions and lots of practical advice and support. The theme is World Turned Upside Down: Exploring the Future of Museums. The past year has redefined how we connect to our communities, care for collections and support our staff, freelancers and volunteers. They will explore these changes and discuss how the sector can rise to the challenges we face. For further information, please [follow this link](#).

### **Sporting Heritage Digital Conference**

22 - 23 October

Join Sporting Heritage as they bring together key members from the heritage and sport sectors, along with sharing best practice case studies, providing hands on advice and guidance, and increasing the confidence and knowledge of those wishing to develop sporting heritage activity. This year's online conference will focus on two main themes:

DAY 1: The Resilience and Sustainability of Sporting Heritage

DAY 2: The Diversity of Sporting Heritage

You can [book your place](#). Places are just £20 for non-members and £10 for members for the full two-day conference.

### **SWFed Online Conference 2020**

'Interpreting, Curating and Combatting the Climate Emergency', full programme announced

1-2 October, Online (Zoom)

For tickets and information, please [visit their website](#). The South West Fed has today announced the full programme for the 2020 South West Fed Conference. The event takes place on 1 & 2 October via Zoom. Within the theme, all speakers will also be addressing the impact of Covid-19 on their activities and on how they see it impacting on museums' ability to respond to the climate emergency.

### **Dynamic information for dynamic collections: online conference**

Thursday 1 and Friday 2 October

This year's Collections Trust conference explores an under-appreciated aspect of dynamic collections: dynamic information. Without information to oil the wheels, doing just about anything with collections becomes more difficult than it should be. How can we get this precious resource flowing more freely and realise the full potential of the collections we hold? The conference will be held online over two afternoons. The event is free, but you do need to [register using the form on their website](#) to receive joining instructions.

### **The Imagination Museum Consortium - where are we now?**

Thursday 22 October, 10am – 12pm

The consortium events we held earlier in the year, in July, focused more on the dancer perspective. This time we want to hear from a range of museum, archive, gallery perspectives about reopening and some of the key concerns for those working in heritage at this time, as well as some opportunities that have been, and are continuing to be created around opening up processes of interpretation and trying to initiate change. Find out more and [book your place online](#).

### **Face coverings in museums**

On 31 July, the Prime Minister announced that face coverings will become mandatory in shops as well as "other indoor settings where you are likely to come into contact with people you do not normally meet", this includes museums, galleries, cinemas and places of worship. This rule change became enforceable in law on



Saturday 08 August. You can find more information about the change on the [Gov.uk website](#), in section 2 '[When to wear a face covering](#)'.

### **Guidance on reopening museums**

The [guidance on reopening museums](#) has been published by the National Museum Directors' Council (NMDC) with support from DCMS and the Museums and Galleries Working Group. The guidance has been recently updated in line with the new Covid-19 regulations which came into force on 14 September. AIM has worked with the national Museum Development Network to produce a [related and accompanying checklist](#) to this new guidance. The Guidance has recently been updated, to reflect the Government's change of stance on face coverings. You can find the Guidance, and the Checklist, on [AIM's website here](#). If you would like help or advice with reopening, do [contact your MDO](#).

### **Culture at Risk**

The Mayor's Culture at Risk office is working with the culture and the creative industries to ensure those affected by the COVID-19 crisis get the support they need. You can register with them to help them provide you with the right type of support and keep you up to date with news on resources, funds and guidance. You can find the registration information [on their website](#). You will also be able find information on the resources available to the cultural sector, [on the same page](#).

### **DCMS Covid-19 bulletin**

You can find the DCMS. You can find the [bulletin for 15 September here](#).

## **2. Funding and Funding Support [\(to top\)](#)**

### **Arts Council England's National Lottery Project Grants**

ACE have now re-opened the National Lottery Project Grants, with a budget of £59.8 million available until April 2021. They have prioritised reopening this programme to help fund independent organisations, creative practitioners and freelancers as quickly as possible. The available grants range from between £1,000 - £100,000, with a number of changes made to the fund - including organisations no longer needing 10% matched funding to apply. You can find further information about all of the changes to the National Lottery Project Grants [on their website](#). ACE has [updated the Museums information sheet](#) for the grants, with information for museums looking to apply for funding. ACE says that projects must "involve and benefit at least one Accredited museum, its work and its visitors". These projects can focus on a wide range of areas such as programming, digital work or touring, but they must involve some element of public engagement. You can find new supplementary guidance for the grants [on their website](#) and the [updated application guidance here](#). The grants remain in two streams, under £15,000 and over £15,000, where possible they will notify applicants of the outcome of their application more quickly than the standard turnarounds of six weeks (for applications under £15,000) and 12 weeks (for applications over £15,000). ACE has also [updated their helpful FAQ section](#), covering some of the commonly asked questions regarding the changes to Project Grants. You can also find a recording of the [refresher session on Project Grants](#), run by Sue Barnard, Senior Relationship Manager and Mirka Kotulicova, Relationship Manager, Museums, from Arts Council England, [on our YouTube channel](#).

### **AIM Pilgrim collections care and conservation grants**

Applications are now being received for the AIM Pilgrim collections care and conservation grants, which support small to medium sized museums to care for their collections more effectively and efficiently and to meet the standards required for Accreditation. This includes Collections Care Audits – grants of £1,100 to allow an ACR accredited conservator to undertake a professional collections care audit and identify key collection care issues and priorities. Collections Care Scheme – grants of up to £10,000 for museums with fewer than 50,000 visitors to develop a more sustainable approach to conservation and management of collections. Remedial Conservation Scheme – grants of up to £10,000 for museums with fewer than 50,000 visitors to conserve objects that are part of the permanent collection.

[Find out more here](#). The closing date for applications is 30 September.

### **Art Fund's Respond and reimagine grants**

The final round of Art Fund's 'Respond and reimagine grants' is now open and if you apply by Monday 12 October you will get a decision by 9 November 2020. These new grants aim to help museums, galleries and cultural organisations respond to immediate challenges connected to the Covid-19 crisis, and offer support to adapt and reimagine ways of working for the future. The second round of the Respond and reimagine grants offer funding from £10,000 to £50,000, with an application deadline of today **Monday 12 October**. These grants can provide practical support to fund what you need now. This could relate to costs connected to re-opening, such as staffing, equipment or training, or planning for future activities. The Art Fund want you to tell them what will be most helpful to you. For further information about these grants, including who can apply and what they will fund, please [visit their website](#).

### **Art Fund's Small Project Grants**

The small project grants provide funding to help museums, galleries and visual arts organisations act on good ideas and test new ways of working that will benefit their audiences. Grants of up to £10,000 are available, and they can be used in response to the Covid-19 crisis. Further information on the grants, and how to apply, can be found [on their website](#).

### **Community Infrastructure Levy Neighbourhood Fund**

The Community Infrastructure Levy (CIL) Regulations require that the Community Infrastructure Levy Neighbourhood Fund (CILNF) be used to support the development of the neighbourhood. The scope of projects that can be funded by the CILNF is wider than that for general CIL funds and includes:

- The provision, improvement, replacement, operation or maintenance of infrastructure.
- Anything else that is concerned with addressing the demands that development places on an area.

You can find out more information about this fund, including how much funding you can apply for and the process of applying, [on the City of London website](#).

### **Westfield East Bank Creative Futures Fund Small Grant Scheme**

The Small Grant Scheme aims to kickstart projects, business and startups and local people's employment opportunities through skills and qualifications. The Small Grant Scheme is looking for project proposals from individuals, groups and organisations that will provide opportunities in employment and learning; arts, culture, innovation and creative placemaking; entrepreneurship; resilience and covid-19 response within the four boroughs of Hackney, Newham, Tower Hamlets and Waltham Forest. You

can apply for a grant between £1,000 and £5,000 to fund projects and activities in Hackney, Newham, Tower Hamlets and Waltham Forest centered around arts, culture, innovation or creative placemaking that focus on education, skills or training. For further information about the grants, please [visit their website](#). Fund closes on Monday 28 September.

### **National Lottery Community Fund**

This Government grants scheme prioritises funding projects and organisations supporting communities through the pandemic. Grants available from £300 to £100,000. You can find more information [on their website](#).

### **‘Pay it Forward’ platform**

Pay it Forward gives Londoners a chance to support their favourite small businesses – from grassroots music venues and community theatres, to independent galleries and fashion studios, and everything in between. Businesses offer customers the option to pay for future goods and services – with no fees or transaction costs. To date, over 740 businesses have signed up, with 112 live campaigns and pledges from over 1,600 Londoners. You can [find out more and sign up online](#).

### **Trusts and Foundations for London Museums resource**

London Museum Development has compiled an Excel spreadsheet which highlights a large number of the trusts and foundations which offer funding and support for the museum sector. We began compiling this document before Covid-19, so some of the funds may not be running this financial year. Still, the resource will be incredibly useful when looking for funding streams for your work. You can [download the Excel spreadsheet here](#), along with a [number of our other resources](#).

## **3. Training, advice and resources [\(to top\)](#)**

Don't forget to [subscribe to our YouTube channel](#), where we will be posting recordings of the majority of our sessions, and to click the notification button to be notified of when we release new videos. You can view recordings of our [past training sessions here](#) and our [Tutorial Videos here](#).

### **London Museum Development: Skills Plus Fundraising for non-Fundraising Professionals**

Wednesday 21 October, 10:30 – 12:45

Online, via Zoom

During Covid-19 many people have been left having to think about fundraising for the first time. This course is to support those doing this, by sharing the key principles underpinning successful fundraising. The course will cover research and planning, key fundraising skills and information about launching a successful fundraising campaign. The course will also share insight about current fundraising trends and the impact of Covid-19 on different income streams, helping you to consider your museum's response to generating funds in the future and support longer-term planning. You can find out more about the session, and book a place, [on our website](#).

### **London Museum Development: Skills Plus Networking and forming partnerships online**

Thursday 22 October, 10:30 – 12:45



Online, via Zoom

This short course will support participants to form effective partnerships and work with other organisations to deliver joint programmes and seek funding as a consortium. The session will include approaches to developing partnership strategy, techniques to aid with planning and tools to aid in responding to changing circumstances. The content will include support and advice for different types of partnership both constituted and non-constituted and consider the most effective mechanisms for groups to work efficiently and effectively. You can find out more about the session, and book a place, [on our website](#).

### **London Museum Development: Digital Training Image Editing For Beginners**

Thursday 08 October, 11am – 2pm

Online, via Zoom

This session will introduce you to editing images using the free online platform Pixlr. Alec will take you through the basics of image editing using the platform and we will also take a look at how you might create a GIF using your collection items and the programme. If there is time, we will take a look at GIMP – a more powerful free image editing programme, similar to Photoshop. You can find out more about the session, and book a place, [on our website](#).

### **London Museum Development: Digital Training Podcasting for museums: what, why, how**

Thursday 05 November, 10:50am - 1pm

Online, via Zoom

Museums are slowly getting into the world of podcasting. But where should you start if you wanted to give it a try? Ana Baeza Ruiz and Zoe Hendon, from the Museum of Domestic Design and Architecture, will take you through how they started their museum's podcast. What sort of podcast do you want? What equipment do you need? How should you edit it and where should you host it? Ana and Zoe will answer these questions and more in this session on podcasting for museums. You can find out more about the session, and book a place, [on our website](#).

### **Volunteer Management: Support and Supervision**

Tuesday 29 September, 10am – 12.30pm

Online via Zoom

Spaces available: 5. Spaces are free and will be allocated on a first come first served basis. Please email [volunteering@museumoflondon.org.uk](mailto:volunteering@museumoflondon.org.uk) to request a space and we will be back in touch to confirm your place.

### **Reopening the Design Museum**

Tuesday 29 September, 10am

Join Josephine Chanter (Director of Audiences), Elise Foster Vander Elst (Head of Exhibitions), Duncan Sanders (Head of Trading) and Matteo Plachesi (Head of Marketing and Communications) as they discuss challenges and opportunities around installing the first new major exhibition in London during the COVID-19 lockdown, devising the most sustainable strategy for reopening the museum and the role communication played in such confusing times for audiences. Find out more and [book your place online](#).

### **Resources for planning for post Covid re-opening**

London Museum Development has created a helpful PDF to use when planning your re-opening, post lockdown, which signposts useful links to resources and articles around re-opening. We will be regularly updating this resource, as more information about how the lockdown will be lifted is published, so do refer back to it as your planning develops. You can find the resource [on our 'Resources' page](#).

### **Equality Diversity and Inclusion Resources**

The West Midlands Museum Development have released a number of resources to support individuals and museums with equality, diversity and inclusion. You can find these resources [on their website](#).

### **Disposals procedures and Accreditation**

In such times of increasing financial, time and staffing pressures there have been a few enquiries coming in to the team at LMD concerning potential disposals and how to manage this if the proposed disposal is to be sold, rather than offered to other museums. Arts Council England sets out the risk involved with this approach here: 'On occasion a museum may wish to sell an item for financial reasons. This is a high risk area. In these cases, they should be aware of our recent statement regarding the unethical sale of objects from collections. If a museum believes they have a legitimate reason to sell an item, they should review the Disposal Toolkit and Appendix and also contact both the Museums Association and their Accreditation Assessing Organisation (ACE Accreditation Manager as on your Award letter) for guidance before making any irreversible decisions.' So do follow the procedures set out in your own Collections Development Policy (CDP) in the first instance. It is worth checking that yours uses the up to date template even if not being asked currently to assess items for disposal. On the Collections Trust Accreditation resources website, it states that your CDP needs to include 'themes and priorities for rationalisation and disposal; and information about the legal and ethical framework for acquiring and disposing of items', among other items. See [the Collections Trust's collections development policy template](#) which is the 2014 dated template still.

Then you need to:

- Use ACE Disposals Toolkit and its Appendix: <https://www.artscouncil.org.uk/supporting-museums/disposal-collections#section-1> to review the disposal
- Mention it to your MDO so that we are aware of the potential disposal and can advise you.
- Contact both Arts Council England at [Accreditation@artscouncil.org.uk](mailto:Accreditation@artscouncil.org.uk) and Museums Association's Alistair Brown at [alistair@museumsassociation.org](mailto:alistair@museumsassociation.org) to discuss before any decisions are made.
- You may then submit a First Contact form, based on their advice, to be found on the ACE link above.
- Only proceed once you have a reply from both ACE and MA, you may be asked to complete a Compliance report.

### **Space for Learning: Covid Secure guidance**

This guidance has been compiled by members of the Space for Learning: Covid Secure working group and individual task & finish groups, with support from the Clore Duffield Foundation, Engage, GEM and the Theatre Education Forum. The guidance aims to help learning services and freelancers understand how to work safely during the Covid-19 pandemic, and provide a practical framework to think about what is needed to continue – or restart – learning services during the Covid-19

pandemic. The guidance will be updated as new information becomes available. You can find the guidance [on GEM's website](#).

### **The 'EMBED Reopening Recommendation'**

Guidance has been created to support organisations in their decision making prior to reopening following COVID-19 lockdown. It considers potential barriers faced by disabled visitors and customers and offers solution based guidance for organisations of all types with the ultimate aim of keeping stakeholders, staff, volunteers visitors, students or customers as safe as possible. You can [find the guidance here](#).

### **Digital Culture Network - Ticketing resource**

Myself (Alec Ward, Digital and Communications for London Museum Development), and South West Museum Development's Digital Engagement Officer, Rachel Cartwright, identified the need for a resource to help museums navigate options for online ticketing and timed entry. We reached out to Nick Kime, Digital Culture Network Tech Champion (ticketing specialist) who has created a museum specific resource. A must-read if you are choosing an online system and what considerations to make when thinking about reopening, managing visitor numbers and personal information collection and storage for NHS Test and Trace. [Download the resource](#). To find out more about how the Digital Culture Network can support you please visit [www.artscouncil.org.uk/dcn](http://www.artscouncil.org.uk/dcn).

### **Knowledge Quarter Local Audience Insight**

The Knowledge Quarter has published its findings from our survey of over 550 local audience members into visiting cultural venues within the KQ in London. The survey explores the impact Covid-19 has had on cultural audiences. You can find the full survey [on their website](#).

### **ACE Resources on Government and Wider Support**

Arts Council England have a central resource setting out available Government and wider support for [organisations](#) and [individuals](#) relevant to the cultural sector. These pages are continually updated and are produced in consultation with DCMS.

### **ICOM's safety guidance for museums coming out of lockdown**

The International Council of Museums (ICOM) recently published safety guidance to help museums as they reopen, while protecting the safety of both the public and their staff. You can find the guidance [on ICOM's website](#).

## **4. Job Vacancies [\(to top\)](#)**

### **Museum Co-ordinator**

#### **Dorich House Museum**

Dorich House Museum is looking for an excellent administrator with strong IT and digital marketing skills for a part-time Museum Coordinator role. You will be a confident communicator who enjoys working in a public-facing role and supporting others to deliver a consistent, high quality visitor experience. You must be able to demonstrate an excellent eye for detail in the preparation of visual and written materials and have a good awareness of health and safety and an appreciation of the care of historic buildings and collections.

**Salary:** £29,144 - £33,371

**Closing date:** Sunday 27 September

**To apply:** For more information, please [follow this link](#).

### **Digital Producer**

#### **Coram**

Coram invites you to submit a proposal with breakdown of costs for digital production as part of the Voices Through Time: The Story of Care programme which is creating an over-arching time line from 1739 onwards, collecting responses from project participants and audiences, and utilising archive material from Coram Foundling Hospital and reflections on the modern care system over four years. These recordings will be used to give texture and context to archive materials via our interactive Story of Care website and timeline resource, as part of an interpretive installation entitled The Parlour and as part of our programme evaluation.

**Salary:** £14 400 + vat

**Closing date:** Monday 28 September

**To apply:** For more information, please [follow this link](#).

### **Documentation Officer**

#### **Bromley Historic Collections**

This 12 month fixed term, full time role is to carry out a project to systematically reconcile and clean data held on the museum collections management system (CMS). This will also include integrating existing images and creating new digital images as necessary. Ideally you'll have previous experience working in museums and in interest in local history collections. Calm management software is used and experience of using this or another museum CMS would be beneficial. We are looking for candidates with a working knowledge of Spectrum 5.0, excellent digital skills and attention to detail. For more information on the role please contact

[jane.cameron@gll.org](mailto:jane.cameron@gll.org)

**Salary:** £26,130

**Closing date:** Monday 30 September 2020

**To apply:** For more information and to apply, please visit [their website](#).

### **Call for GEM Trustees 2020**

GEM is a thriving and vibrant membership network of over 1,500 museum and heritage professionals. Our vision is of a connected and equipped community of people enabling learning across museum, heritage and cultural settings, creating inspiring experiences, relevant for everyone; that promote equality – transform and enrich lives. We need three committed new trustees with the skills and time to help GEM move forward. Please apply by Friday 18 September. Further information can be found [on their website](#).

### **The London Museums Group is recruiting a Treasurer**

If you would like to join the LMG board and support the professional development on London museum workers, please get in touch with us at

[info@londonmuseumsgroup.org](mailto:info@londonmuseumsgroup.org). The Treasurer is responsible for all duties concerning monies of LMG. We are a small charity and this role would be suitable for someone with experience of budgets/accounts and/or wishing to gain experience of the financial elements of charity management.

## **5. Heritage in Lockdown [\(to top\)](#)**

### **Merton Heritage Service Discovery Day**

Saturday 26 September (10am – 4pm).

The annual Merton Heritage Discovery Day on Saturday 26 September (10am – 4pm) is a popular annual showcase for the borough's rich and colourful past, offering external activities, displays and heritage trails and a major online resource [www.merton.gov.uk/discoveryday](http://www.merton.gov.uk/discoveryday) - this will feature a large range of online displays covering all parts of the borough and many different topics. For information: tel 020 8545 3239 Email: [localstudies@merton.gov.uk](mailto:localstudies@merton.gov.uk). [www.merton.gov.uk/heritage](http://www.merton.gov.uk/heritage)

### **Horniman Museum offers loans to smaller museums**

Due to some cancellations and postponements due to Covid19, the Objects in Focus loans programme of the Horniman Museum & Gardens funded by the Arts Council England, which aims to improve access to the Horniman collections and strengthen partnerships, has a number of vacancies. They are looking for suitable partner museums who would like to host an item or items from a portfolio of the Horniman's diverse collections for a short term, all free of charge. Loans come with all supporting interpretation and mounts, talks and/or professional development opportunity from a specialist, marketing materials, the transport and installation/de-installation of the object and showcase, as long as you can meet the loan conditions and have step-free access into the building for installation. There is also support from the project coordinator Laura throughout the loan process. Contact is Laura Davidson [ldavidson@horniman.ac.uk](mailto:ldavidson@horniman.ac.uk). Further details: <https://www.horniman.ac.uk/project/object-in-focus/>

### **Kids in Museums reprises Where's Wally? initiative**

"More than 75 UK museums will participate in a new nationwide Where's Wally? promotion, run collaboratively for the second time by Kids in Museums and Walker Books." Read the [full article on the M+H Advisor](#).

### **Museum Reopening videos**

"Many museums who have reopened their doors to the public are using short videos to raise awareness of new measures put in place to protect staff and visitors from Covid-19 – from one-way routes and queuing systems to hand sanitiser stations." Read more and find the MA's list of good examples [on their website](#). If you are thinking of making your own re-opening video, you might find London Museum Development's ['Video Editing tutorial' of use](#).

If you would like to unsubscribe from this newsletter, please send an email to [museumdevelopment@museumoflondon.org.uk](mailto:museumdevelopment@museumoflondon.org.uk).

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