

Course Title: Developing an Inclusive Museum Training Series

**Dates: Tuesday 1st, Tuesday 8th, Tuesday 15th December 2020 and
Wednesday 13th, Wednesday 20th, Wednesday 27th January 2021**

Time: 10.30 – 12.30

Location: Online (Zoom)

Please note this is a 6-week training series and you should ensure you are able to attend all 6 sessions. When booking a place please ensure you are available for all 6 sessions in your diary. In discussion with the Facilitator you are able to send another member of staff in your place, if you feel the content is more appropriate for a particular session.

Facilitator: Elizabeth Coningsby

Trainers: Rachael Crofts in partnership with Nick Goss, Deanne Naula
Thanh Sinden and other invited speakers/facilitators

What will be covered?

The Mendoza report, new funding directives around diversity and inclusion of underrepresented audiences, along with the importance of the recent advent of the Black Lives Matters movement and the health and social inequalities associated with the coronavirus global pandemic, highlight the need for museums to understand who they are not engaging and how to develop practices to make more inclusive organisations going forward.

This six session training series will support museums to reflect and create workable actions to develop practices to bring a greater level of diversity to all areas of their organisation, including: their programmes (exhibitions and events), collections and voices they represent; audience development work; volunteers, staff and trustees; and the buildings in which they operate.

This training series will look at the key areas of diversity practices that can help develop a more inclusive museum, using the audience data to support

and inform the work, along with case studies and presentations from speakers across a board range of diversity practice to inspire you and support you to develop and enhance your organisations thoughts and plans to become more representative and relevant to your diverse local communities.

This virtual training series will be delivered over six half-day sessions (two and a half hours with a short break) in partnership with specialist freelancers, consultants and organisations.

Following the end of the training series delegates will be offered individual 1:1 meeting with London Museum Development's Museum Development Officer Audiences. As part of the meeting you/your organisation will be able to discuss the workable actions that have resulted from the discussions and course and ways to further support you in your journey to becoming a more inclusive museum. This support offer could include: identifying and support with funding applications, other training options, resources and signposting to other organisations and community groups to inform your activities. *Please note this not an exclusive list and conversations and support will be tailored to individuals and their museums' identified needs and diversity journey.*

Who should attend?

This course is aimed at:

Managers, Curators and Learning Staff involved in public programming and exhibition planning

Approximate session timetable

Tuesday 1st December – Session 1: *Introduction*

10:30 – 10:45	Welcome and introductions
10.45 – 11.00	What do we mean by diversity and inclusion?
11.00 – 11.30	Picture of diversity in London and the sector
11.30 – 11.45	Break
11.45 – 12.15	Areas to develop to create an inclusive museum
12.15 – 12.30	End of session: Reading/action planning for next session

Tuesday 8th December – Session 2: *Planning for Inclusion*

10:30 – 10:45	Welcome and introductions
10.45 – 11.00	Understanding and identifying your users and non-users

11.00 – 11.30	Defining your users and non-users
11.30 – 11.45	Break
11.45 – 12.15	Defining your workforce, trustees and building
12.15 – 12.30	End of session: Reading/action planning for next session

Tuesday 15th December – Session 3: *Developing inclusive programmes*

10:30 – 10:45	Welcome and introductions
10.45 – 11.00	What does an inclusive programme look like? (Public Programmes – Events and Exhibitions, Collections and Audience Development work)
11.00 – 11.30	Why, what, how, who, barriers and tips
11.30 – 11.45	Break
11.45 – 12.15	Case Studies
12.15 – 12.30	End of session: Reading/action planning for next session

Wednesday 13th January – Session 4: *Developing an inclusive organisation*

10:30 – 10:45	Welcome and introductions
10.45 – 11.00	What does an inclusive organisation look like? (Volunteers, Staff and Board of Trustees)
11.00 – 11.30	Why, what, how, who, barriers and tips
11.30 – 11.45	Break
11.45 – 12.15	Case Studies
12.15 – 12.30	End of session: Reading/action planning for next session

Wednesday 20th January – Session 5: *Developing an inclusive building*

10:30 – 10:45	Welcome and introductions
10.45 – 11.00	What does an inclusive building look like?
11.00 – 11.30	Why, what, how, who, barriers and tips
11.30 – 11.45	Break
11.45 – 12.15	Case Studies
12.15 – 12.30	End of session: Reading/action planning for next session

Wednesday 27th January – Session 6: *Embedding Inclusive Practice*

10:30 – 10:45	Welcome and introductions
10.45 – 11.15	Consolidating and prioritising actions
11.15 – 11.30	Tips
11.30 – 11.45	Break

11.45 – 12.15	Funding opportunities
12.15 – 12.30	End of session: Evaluation & further support available

Learning objectives

By the end of this training series you will:

- Understand the definitions of Diversity and Inclusion and key area of practices
- Develop meaningful inclusive programmes and become a more inclusive organisation
- Understand how audience data can be used effectively
- Look at key borough and ward data available to better understand who your local communities are and ways to engage with them across all levels of museum activities/functions (i.e. collections, programmes (events and exhibitions), volunteers, staff, trustees and the building itself)
- Generate ideas on ways to make all areas of their museum (programmes and workforce etc.) more inclusive and diverse
- Understand how to plan for collaborative activities and initiatives
- Understand the key barriers for participation/engagement across the different protected characteristic groups and think through ways to overcome these within their own museum going forward
- Generate realistic and relevant key equality action points across all the areas covered by the series that inform your short, medium and long-term plans and can be used to track your museum's progress to becoming a more inclusive and diverse organisation over the coming years

Support towards Museum Accreditation:

Organisation Health:

- 1.3 A satisfactory structure for your governance and management
- 2.1 An approved forward or business plan which covers the current and subsequent planning year

Managing Collections:

- 4.1 A policy, approved by the governing body, for developing collections, including acquisitions and disposals

Users and their experiences:

- 7.1 An approved access policy
- 7.2 An access plan
- 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 training series begins. Please keep the following dates free in your diary until your place has been confirmed: **Tuesday 1st December, Tuesday 8th December, Tuesday 15th December, Wednesday 13th January, Wednesday 20th January and Wednesday 27th January.**

Priority is given to staff working in non-national and non-National Portfolio museums in the London region.

Further Information will be emailed to confirmed delegates.



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