

# MUSIS- Training Curriculum for Curators

## 2. Jahrgang 2008/09



**MUSIS-Kustodenlehrgang**  
2. Jahrgang 2008/09



Museen und Sammlungen  
in der Steiermark

alles außer gewöhnlich



Lifelong Learning Programme



**MUSIS**

Museen und Sammlungen  
in der Steiermark

# MUSIS - Training Curriculum for Curators

In order to manage and work at a successful museum, one needs many talents, great enthusiasm – and a well-founded knowledge! The basis for high-quality work is a well educated team, especially when this team consists mainly of volunteers.

In September 2008 MUSIS starts the second Styrian training Curriculum for Curators. Based on museological and practical expertise the curriculum focuses on practical usability and feasibility in the museum-allrounders daily routine.

As a segment of the project “Volunteers for Cultural heritage” – supported by the European commission/Lifelong-learning program Grundtvig – event international aspects of museums work to all intends and purposes will flow into the curriculum. Especially the volunteers in museums are called to broaden their know-how. By this means a solid base for visitor oriented work and thereby a sustainable contribution to basic quality management in the mostly volunteer run museums will be achieved.

## MODUL 1A

Fr. 26. September 2008

Kick-off – exclusively for participants of the entire training course

### **Introduction to the world of museums – job description – work place – mission statement**

**MUSIS-Team & Mag. Evelyn Kaindl-Ranzinger**, managing director of MUSIS, Graz

Knowing each other and immerge into the matter of museum: a glimpse into the world of museums, background knowledge, national and international structures, museum science and knowledge about the museum as institution in its variety will be presented. We will discuss aims, tasks and duties of the museum today and in future and define the meaning of quality in this regard.

The kick off will be completed by practical experience reports on spot in a museum in Graz.

## MODUL 1B

Sa. 27. September 2008

### **Introduction to project management and project organization**

**Mag. Thomas Jerger, MAS** \ managing director of Museumsverbund OÖ

Who ever had to organize an exhibition or an event should know about the complexity of such a task requiring a great deal of interdisciplinary knowledge and expertise. Project management sums all processes and methods of organisation contributing to the successful performance of a project. The module shows strategies of solution in terms of implementation and organisation of projects. The ability to apply the tools in special situations will be trained practically.

### **Location:**

Bildungshaus Mariatrost

A - 8044 Graz, Kirchbergstraße 18



### **MODUL 2A**

Fr. 24. Oktober 2008

#### **Basics of collection management and scientific work at the museum**

**Univ.-Lektor Mag. Dr. Johann Verhovsek** \ Institut of European Ethology University Graz, Free lancer in cultural studies

Collection management controls the concept, guidelines, documentation, inventarisation and administration of a collection. This module will inform about methods of accessioning and deaccessioning, registration, inventory and digitization as well as the handling of loans.

### **MODUL 2B**

Sa. 25. Oktober 2008

#### **Preventive conservation: : Climate, Lighting, Security**

**Dipl.-Restauratorin Erika Thümmel** \ Restorer and conservator, Exhibition designer, Lecturer at FH-Joanneum, University of applied science, Graz

Irrecoverable originals are the fundament of scientific work and base of each museum. Their handling requires a sense of responsibility and thinking in large spaces of time. Aging mechanisms of different materials in related to climate, light and lacking safety arrangements will be explained on a scientific base and the actual standards will be presented. Original objects will serve as examples for the eplications.

#### **Location:**

JFGH Donnersbachwald/Schloss Trautenfels  
A-8953 Donnersbachwald 190

### **MODUL 3A**

Fr. 28. November 2008

#### **Managing volunteers**

**Univ.-Lektor Mag. Dr. Markus Pöcksteiner** \ Kommunikationsberater, Grein an der Donau

No regional museum work is conceivable or realizable without the help and support of volunteers. How can museums be successful in recruiting volunteers, which approach is effective, what strategies necessary? This module offers both the theory tools and a lot of practical experience and expertise in terms of working with volunteers.

### **MODUL 3B**

Sa 29. november 2008

#### **Conflict management in the museum field**

**Mag. Martina Kalkhof** \ Clinical and healthcare psychologist

Communication and tangible conflict solution strategies for conflict resolution purposes in museums will be worked out during this seminar. It is aimed at theoretical know-how of communication and gain of tangible tools in order to analyse characteristic incidents in communication and to build structural reactions and solutions.

#### **Location:**

JFGH Deutschlandsberg  
A-8530 Deutschlandsberg, Burgstraße 5



#### **MODUL 4A**

Fr. 16. january 2009

#### **Perception and learning styles – Their relevance for the museum**

**Janja Rebolj** / Museum councilor, Curator of contemporary history, City Museum Ljubljana/Slo

Knowledge about human perception (visual, auditive, kinesthetic, olfactory, gustatory) and about the different learning styles are crucial for museum experts for two reasons: first in order to reach all potential visitors the best possible, so as to gain the comprehension, that our personal perception has a strong impact on our communication and our action. This knowledge will help the trainees to shape and upgrade their communication effectiveness in all sectors of museum work. The theory will come along with special self-trials.

#### **MODUL 4B**

Sa. 17. january 2009

#### **Exhibition design: Design – Text - Media**

**Andreas Lehner** \ Bildender Künstler, Museums- und Ausstellungsgestalter

On the basis of different didactic and methodic considerations the seminar will treat the use of different media such as texts, text-picture-tables, object marking, audio, video, PCs in the exhibition concept, their benefits and drawbacks und and their mutual influence and matching in the exhibition spaces. Chances, challenges and solutions within complex and abstract contexts will be considered by means of practical examples in the Hartberg Museum.

#### **Location:**

JFGH Haus Pöllau \ City Museum Hartberg  
A-8225 Pöllau, Marktstraße 603

#### **MODUL 5A/B**

Fr. 20. february & Sa. 21. february 2009

#### **Visitor orientation I und II**

**Dr. Doris Prenn** \ Exhibition architect and kurator of communication, prenn\_punkt büro für Kommunikation und Gestaltung, Alkoven

Tipps und Hints for everybody being in charge with personal education and cultural advisory in museums and exhibitions. Methods of communications and solution strategies for difficult situations while handling groups will be discussed as well as body language, voice, breathing techniques. Close to practise and in easy steps you will learn how to design and carry out different, extraordinary, interesting guided tours for different target groups.

#### **Location:**

Bildungshaus Mariatrost \ Volkskundemuseum Graz  
A - 8044 Graz, Kirchbergstraße 18



## **MODUL 6A**

Fr. 27. march 2009

### **New challenges and ways in general museum management**

**Mag. Peter Weinhäupl** \ commercial director, Leopold Museum – Privatfoundation Wien

Small public funds cause in consequence restricted financial resources. Main tasks of general management are therefore within the fields of human resources, facility management and budget planning, leadership and change management. Structures will be analysed on a practical example basis, various tasks and duties of museum management will be presented by case studies, supported and proved by actual theory. Depending on structure different strategic ways will be worked out by the group.

## **MODUL 6B**

Sa. 28. march 2009

### **PR and communication during the age of media**

**Beatrice Weinelt** \ LÖeader of the department of Fundraising and Alumni at University Graz, adult and communication trainer

Professional communication with the general public is a key to museums success. Continued contact to the print media is crucial especially in the age of media and communication in order to be perceived in the "jungle of culture" at all. There is a dictum meaning "what doesn't happen in the media, doesn't happen!". In this seminar you get to know the „Do's and Don'ts" in public relation work, learn how to make successful press release and other elements of effective PR.

#### **Location:**

JFGH Schloss Röthelstein  
A-8911 Admont, Aigen 32

## **MODUL 7A**

Fr. 24. april 2009

### **Legal questions: Introduction to the basics of copyright, event law and building law**

**Mag.<sup>a</sup> jur. Barbara Simma** \ Administrative Director bei Thyssen-Bornemisza Art Contemporary Privat foundation

Every exhibition maker and museumstaff is forced to face different legal questions within their work. This seminar offers an introduction into basic legal questions concerning three of the main workfields: copyright, events and building with a special focus on questions around the matter of author rights. Special questions of the participants shall be discussed and worked out.

## **MODUL 7B**

Sa. 25. april 2009

### **Finances: accounting – controlling – benchmarking**

**MMag. Markus Enzinger** \ Proxy and general manager of the department of internal affairs at the Universal Museum Joanneum Graz

In times of diminishing public budgets the professional financial administration is a crucial task. The following issues will be presented and worked out during the seminar: **accounting:** how to optimize the museums accounting administration? **Controlling:** What is the relevance of cost types, cost units and cost objects? How may a good planning help to save money? **Benchmarking:** Codes enable museums to compare!

#### **Location:**

JFGH Veitsch  
A-8663 Veitsch, Badstraße 21



## General Information

### Fee & organisational details

**For Volunteers both the entire course and single modules do not require fees.**

**Participation in the entire training course for non-volunteers € 1200,-**

(Incl. final certificate)

More information: [www.musis.at](http://www.musis.at) or +43 (0) 316 \ 73 86 05

**Single modules: daily fee € 120,-**

(incl. Confirmation of participation)

Travel, stationary and subsistence are not included in the fee or in the free participation.

The JUFAs – the youth and family hostels - are partner of the project. Accomodation is provided there on membership conditions.

**The modules last each from Friday 9 am to Saturday 7 pm.**

We recommend do stay the night on spot, as the evenings will be used as extra training time for museum visits, discussions and postprocessing of the days issues.

### **PAYMENT:**

Cost for accomodation and subsistence shall be balanced in the hostel.

### **APPLICATION**

Pleas apply and register using the attached form (by post or fax) giving your name, address and phone number till 5<sup>th</sup> September 2008. Registration will be in order of arrival.

### **COMPLETION**

Preparation of a written thesis related to an issue or task resulting from the own museums work, which shows the ability of the participant to apply the newly learned knowledge and skills.

### **FINAL EVENT**

Including a solemn presentation of the certificates.

Sat. 20. June 2009

No responsibility is taken fort he correctness of this information

### **Terms of cancellation:**

...for accomodadion please see the terms of the youth and family hostels.

## Registration & details

MUSIS – Verein zur Unterstützung der Museen und Sammlungen in der Steiermark

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Mag. Erika Lechner-Schneider

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MUSIS / Kinetodenlehre