

## How to Manage your Collection Induction

This behind-the-scenes induction is designed for staff and volunteers from regional museums and galleries with limited experience in collection management. Participants are based at the Powerhouse Museum, Sydney, over the three-day induction period. They gain a basic understanding of the way MAAS manages its collection and the way objects in a large collecting institution are registered, conserved, stored and documented. Two placements are awarded annually. Participants focus on a different area of collection management on each day.

**Day 1 Registration:** includes cataloguing, numbering, handling objects, archives and loans.

**Day 2 Conservation:** includes an overview of conserving materials such as paper, textiles, metal and wood.

**Day 3 Curatorial:** includes guidance on writing statements of significance, a basement tour, visit to the Powerhouse Museum Research Library and a current Museum exhibition.

### Funding

- A per diem of \$750 for the three days (\$250 per day) will be paid to both successful applicants on completion of the induction.

### Selection criteria

Application is through a competitive selection process. Please carefully read the selection criteria before completing the attached application form.

- Applicants must reside in regional NSW and be a staff member or volunteer at a regional collecting organisation that maintains a community-owned collection accessible to the public.
- Applicants should demonstrate ongoing commitment to working/volunteering for a regional collecting organisation.
- Preference will be given to applicants from collecting organisations who have not previously received assistance.
- Applicants should clearly state how they and their organisation will gain ongoing benefits from the induction.
- Only completed application forms with enclosed support material will be considered.
- Applications should reach the Museum by the specified deadline. No late applications will be considered.

### Support material

- Applicants must supply a signed 'statement of support' from an office holder of the collecting organisation where they volunteer or work. This person must also sign the application form.
- Applicants must be fully covered by their organisation's Workers Compensation and Public Liability Insurance and the 'statement of support' should clearly state this.
- A copy of the Certificate of Currency of the Workers Compensation and Public Liability Insurance should be supplied with application.

### Further information

- Both inductions are expected to occur simultaneously in June. Dates are subject to MAAS staffing commitments.
- Travel and accommodation arrangements are the responsibility of participants.
- MAAS is not responsible for any loss of wages that may occur while the participant is undertaking the induction.
- Applications will be assessed by MAAS staff, including Head of Programs, Partnerships & Festivals Manager, Research Manager and Program Producer (Regional).
- A formal response from MAAS indicating the outcome of the application will be sent to applicants before the end of the calendar year in which the application is lodged.

### Deadline

Completed applications with enclosed support material must be emailed or posted to the contact person no later than **5.00 pm on 7 September 2016**. **Late applications will not be accepted.**

### Contact person

Deborah Vaughan  
Program Producer (Regional)  
Museum of Applied Arts and Sciences  
500 Harris Street  
Ultimo NSW 2007  
[deborah.vaughan@maas.museum](mailto:deborah.vaughan@maas.museum)  
(02) 9217 0104

## How to Manage your Collection Induction

Applicant name \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Organisation \_\_\_\_\_ Postcode \_\_\_\_\_

Website \_\_\_\_\_

1. Outline in the space provided your experience as a volunteer or staff member at the collecting organisation where you work/volunteer.

2. Describe the benefits of the induction to you and your organisation in the space provided. Also describe your organisation, the size of its collection, who owns it, number of paid staff and volunteers.

- Have you enclosed your 'statement of support' from collecting organisation?
- Have you enclosed the Certificate of Currency for Workers Compensation and Public Liability Insurance?

\_\_\_\_\_  
Signature • Applicant

Date \_\_\_\_\_

\_\_\_\_\_  
Signature • Organisation representative

Date \_\_\_\_\_