

How to Curate your Collection Workshop

A one-day curator site visit/workshop is designed for regional organisations that maintain a community-owned collection accessible to the public. The workshop/site visit is suitable for organisations that need help with basic skills in developing exhibitions, formulating acquisition and promotional strategies, identifying significant objects and writing statements of significance and labels. A visit by a curator could involve a half-day workshop and a half-day collection assessment or a full day workshop. These workshops are partially subsidised by MAAS.

Four site visit/workshops are available annually:

- 1 x textiles
- 2 x mixed collection
- 1 x agricultural machinery

Fees

- A fee of \$500 will be charged per site visit with a maximum of 20 participants.

Selection criteria

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

- Applicants should represent a regional NSW collecting organisation, with responsibility for maintaining a community-owned collection accessible to the public.
- Preference will be given to applicants from collecting organisations that have not previously had a site visit.
- Applicants should clearly state how they and their organisation will gain ongoing benefits from the visit.
- Organisations may only apply for one curator site visit per year.
- 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 should supply a signed 'statement of support' from an office holder of the collecting organisation. This person should also sign the application form.

Further information

- If a workshop format is requested participants can be drawn from a number of local collecting organisations, on a needs basis.
- 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.
- Collecting organisations having difficulty funding this site visit should visit the Museums & Galleries NSW website for information on Volunteer Initiated Museum (VIM) Grants.

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
(02) 9217 0104

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Please indicate the type of curator workshop/site visit you are applying for:

textiles mixed collection agricultural machinery

Applicant name _____

Address _____ Postcode _____

Phone _____ Email _____

Organisation _____ Postcode _____

Website _____

1. Describe your organisation in the space provided. State why you are applying for this particular curator site visit.

2. Describe the ongoing benefits you envisage from the curator site visit in the space provided, eg improvements in public engagement, cataloguing, interpretation, ongoing research.

Have you enclosed your 'statement of support' from collecting organisation?

Signature • Applicant

Date

Signature • Organisation representative

Date