

Collections Management Diversity Apprenticeship Program

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Why did we create this apprenticeship?

- Offers one solution to a known problem - lack of diversity in our field
- Wanted to provide complete training with both academic readings and concurrent hands-on experience
- A way to advance in the collections management field without an expensive degree, but with a competitive level of education and experience

What is the apprenticeship?

- A proposed 1-year immersive and integrative learning experience
- Alternative to a traditional Master of Arts degree in Museum Studies
- Combines hands-on, practical skill-building and the academic study of legal, ethical, and theoretical issues
- Opportunity to shadow staff in host institution and partner museums in the region

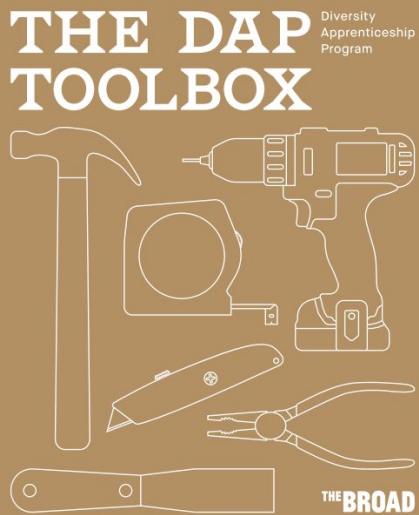


Training Programs

The Broad's Diversity
Apprenticeship Program (DAP)

Iraq Cultural Heritage Project
(2009-2010)

Mellon Foundation Native American
Early Career Fellowship Program
(2022-2026)



Learning Blocks

- Intro to Collections Management
- Acquisitions, Accessions, and Deaccessions
- Preventative Conservation
- Loans
- Repatriation and Working with Communities
- Insurance, Risk Management, Security, and Emergency Preparedness
- Collections Management Systems (CMS) and Digital Asset Management Systems (DAMS)
- Permanent Record Management, Library, and Archives
- Grant Writing and Professional Development
- Career Preparedness



Syllabus

BLOCK: INTRODUCTION TO COLLECTIONS MANAGEMENT & REGISTRATION

Goals: Understanding the role of collections managers and registrars, including building, processing, organizing, storing, and using collections, and the ethics of the profession.

- What is legal title and how do we obtain it?
- Review and critique the Field Museum's Collections Management Policy, Mission Statement, and Anthropology Procedures
- Review and/or write a scope of collections and corresponding collecting plan
- Learn the basics of object handling, numbering, tracking, and utilizing the Field Museum's Collections Management System, EMu
- Learn how to process a new collection through labeling, photography, describing, measuring, and creating specialized housing (3D objects, cavity mounts, textile hanging and rolling)
- Making the collection available to communities and researchers via: image reproduction, destructive analysis, collections outreach, and database maintenance

American Alliance of Museums, [*AAM Code of Ethics for Museums*](#), 2000.
[*Appropriate and Safe Handling of Museum Objects*](#), Association of Tribal Archives, Libraries, and Museums (ATALM), ATALM Conference 2015.
Danielle M. Benden, "[*Developing a Collections Management Policy*](#)". Virtual workshop presented at 14th Annual Wisconsin Local History and Historic Preservation Conference, Oct. 21st, 2020.
Connecting to Collections Care, [*C2CC Object Handling Basics*](#), 2013.
Connecting to Collections Care, [*C2CC Collections Care Basics 1: Overview*](#), 2013.
Connecting to Collections Care, [*C2CC Essential Elements of a Collections Management Policy*](#), 2013.
Connecting to Collections Care, [*C2CC Ethical Issues in Collections Management*](#), 2017.
International Council of Museums, [*ICOM Code of Ethics*](#), 2004.
Angela Kipp, *Managing Previously Unmanaged Collections: A Practical Guide for Museums*, Rowman & Littlefield, 2016.
Marie Malaro and Ildiko Pogany DeAngelis, "Preface and Introduction (xiii-xviii)", "Chapter 1: What is a Museum?", "Chapter II: Museums are Accountable to Whom?", "Chapter III: Collections Management Policies", "Chapter XIV: Care of Collections", "Chapter XVI: Access to Collections" in *A Legal Primer on Managing Museum Collections*, 2012.
National Parks Service, "[*Chapter 3: Cataloging*](#)" in *National Park Service Museum Handbook Part II: Museum Records*. 2000.
National Parks Service, [*Museum Handbook, Part III: Museum Collection Use*](#), 1998.
John E. Simmons and Toni M. Kiser, Eds. *Museum Registration Methods, 6th Edition (MRM6)*, 2020. Part 1: The Profession; Part 2: Collection Management Policies; Part 5: Collections Management (pg 216-324), Inventory and Preparation (pg 341-356), Ethics for Registrars and Collections Managers (446-455); Research (530-531).
John E. Simmons, *Things Great and Small: Collections Management Policies*, American Alliance of Museums, 2017.
Smithsonian Institution, [*Smithsonian Directive \(SD\) 600, Collections Management*](#). Washington, D.C., 2022.
Western Australian Museum, [*Handling Objects*](#), 2018.

Hands-on Experience



Jada Whiterock-Schwab (left) and **Emma Turner-Trujillo** (right) tabling a late night event.



Sarah Leilani Sissum, Anthropology Registration Intern, housing a Ye'Kuana basket from Venezuela.



Jada Whiterock-Schwab (left), **JP Brown** (center) and **Taylor Hummel** (right) conserving a Kwakwaka'wakw killer whale headdress.

Evaluations

- Pre-apprenticeship evaluation, mid-year evaluation, and final survey for apprentices
- Weekly check-ins throughout the year
- After the completion of blocks, apprentices summarize their learnings
- Final Project
- Project or Thesis option
- Chance for apprentices and partners to evaluate the program

Who is the apprenticeship for?

- **It's for everyone!**
- Those who have a general interest in collections management

Why is it important?

- The initial cataloging of a collection item determines how it's found and used in the future

Why haven't we implemented it?

- Grant issues!

Website

- Syllabus
- Sample Grant Materials
- Contact Information
- Everything you need to get started!



Recommendations

- Budget so your apprentices will make a living wage
 - And budget for course materials, travel for conferences
- Work closely with your HR and DEAI teams to facilitate diverse applicants
- Connect with local higher ed programs with Museum Studies minors and other local cultural institutions as well as with your front-end staff
- Keep your applicant pool small and local to start!
- Conduct info sessions to get the word out (in-person and Zoom)
- Keep promoting! The more people who know about the program, the easier it will be for apprentices to find good jobs after completing it

Thank you!

Questions?

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