



INTRODUCTION TO MUSEUM PRACTICE: ONLINE TRAINING PROGRAMME

NOTIFICATION AND REGISTRATION FORM

APPLICATION DEADLINE 21 OCTOBER 2021

Important information:

- **Course Name: INTRODUCTION TO MUSEUM PRACTICE** This is an introductory course aimed at new entrants to the museum field.
- **Target audience:** Expanded Public Works Programme (EPWP) employees, and those who have come from other disciplines and have no previous museum training or experience.
 - This course is NOT for the professional development of those who have some experience or education in the museum field.
- **Participants:** Due to the interactive nature of the course, a maximum of 15-20 participants and a minimum 10 will be accommodated.
 - Preference will be given to SAMA members;
 - Geographical representation of candidates will be considered.
- **Cost:**
 - **Paid up SAMA members: R250**
 - **Non-SAMA members: R350**

Course information and outline:

- Below is the schedule for the course and topics to be covered.
- Sessions 1-5 will be 90 minutes each, 9-10.30am. Session 6 will be 120 minutes, 9-11am
- You must be available for ALL sessions. Recordings of sessions will not be made available.
- The certificate of completion will only be issued by SAMA if you attend all sessions, participate and present the assignment for Session 6.
- This is a live interactive online course on MS Teams. You will be asked to prepare for each session (taking about 20 minutes) and actively take part.
- Good internet access is essential. A computer (not a phone) is preferred due to the interactive nature of the course.
- You must provide an email address which you check regularly.

The Trainer

- **Helen Joannides** is an experienced museum and heritage professional with a Masters in Heritage Studies. She has a passion for experiential education in museums and in other spaces and is committed to contributing to a vibrant, professional heritage field in South Africa through providing training and through her volunteer work in the field.

Interested candidates must complete attached registration form and send a two-page CV to Marianne Gertenbach at samuseums@gmail.com.

Programme Coordinator: Catherine Snel, Chair: SAMA National Training & Sanlam Archives and Museum

Course Outline

Week 1: 1 st -5 th November	Session 1: 9-10.30am, Thursday 4 November	Introduction to museology What is a museum, what does it do, what is its role in society, what are the key trends in museology, how does that apply to the South African context?
Week 2: 8 th – 12 November	Session 2: 9-10.30am, Monday 8 November	The landscape: Policy, legislation and ethics Overview of how key legislation, conventions, policies and ethics work together. Individual museum policies are required to ensure good governance, professional conduct and ethical practices.
	Session 3: 9-10.30am, Thursday 11 November	Collections 101 Overview of collections management and conservation. A basic understanding of key terms and the life of a museum object. Topical ethical issues (human remains and repatriation of objects) will be touched on.
Week 3: 15 th – 19 th November	Session 4: 9-10.30am, Monday 15 November	Exhibitions 101 Overview of planning, researching and designing an exhibition. This includes a basic understanding of visual communication strategies, steps in the planning process and a discussion on the politics of representation (conscious choices in exhibitions, how something is portrayed etc.). Marketing of exhibitions is touched on.
	Session 5: 9-10.30am, Thursday 18 November	Education 101 Overview of programmes. This would include a basic understanding of audiences, what to consider in planning successful programmes and a few practical skills in dealing with the public. Marketing will be touched on in this topic.
Week 4: 22 nd -26 th November	Session 6: 9-11am, Thursday 25 November	Assignments presented 3-5 minutes (TBC depending on number of participants) presentation by participants on topic applying their learning from the course. See list of topics in this pack



South African Museums Association

**INTRODUCTION TO MUSEUM PRACTICE: ONLINE TRAINING PROGRAMME
REGISTRATION FORM**

Name:	
Organisation:	
Position in organisation	
Contact numbers:	Work: Cell:
Email address – where course materials will be sent:	
Address of organisation	
What is your highest level of education? (e.g. matric, university degree etc)? _____	
Please give a brief description of what kinds of tasks you perform in your typical workday. _____ _____ _____ _____ _____ _____	
What area of museums are you most interested in? _____ _____	
What do you hope to get out of this Course? _____ _____	
How did you hear about the Course? _____	
Do you have access to a computer and good internet?	
Can we add your cell number to a Whatsapp Broadcast list for course reminders?	