

How to Manage your Collection Workshop

Description of workshop

This one-day registration workshop is designed for Regional and Western Sydney organisations that maintain a community-owned collection accessible to the public. The workshop is suitable for organisations that need help with skills fundamental to managing their collection. It will include hands-on advice relevant for any collection size and will cover best practice object cataloguing; the acquisition process; borrowing and lending collections; storage; movement and handling objects.

Attendees

- There is a limit of 20 participants per workshop.
- Participants can be drawn from a number of local collecting organisations, on a needs basis.

Fees

- A fee of \$550 + GST will be charged per site visit.

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 or Western Sydney 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 workshop.
- 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

- Applications will be assessed by MAAS staff, including Head of Programs, Public Programs Manager and Program Producer (Regional).
- A formal response from MAAS indicating the outcome of the application will be sent to applicants shortly after deadline.
- Collecting organisations having difficulty funding this site visit should contact the Museums & Galleries of NSW for advice.

Deadline

Completed applications with enclosed support material must be emailed or posted to the contact person no later than deadline specified on webpage maas.museum/about/regional-program/

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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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 registration workshop. This information will help to ascertain the appropriate workshop content and registrar.

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

Signature • Applicant

Date _____

Signature • Organisation representative

Date _____