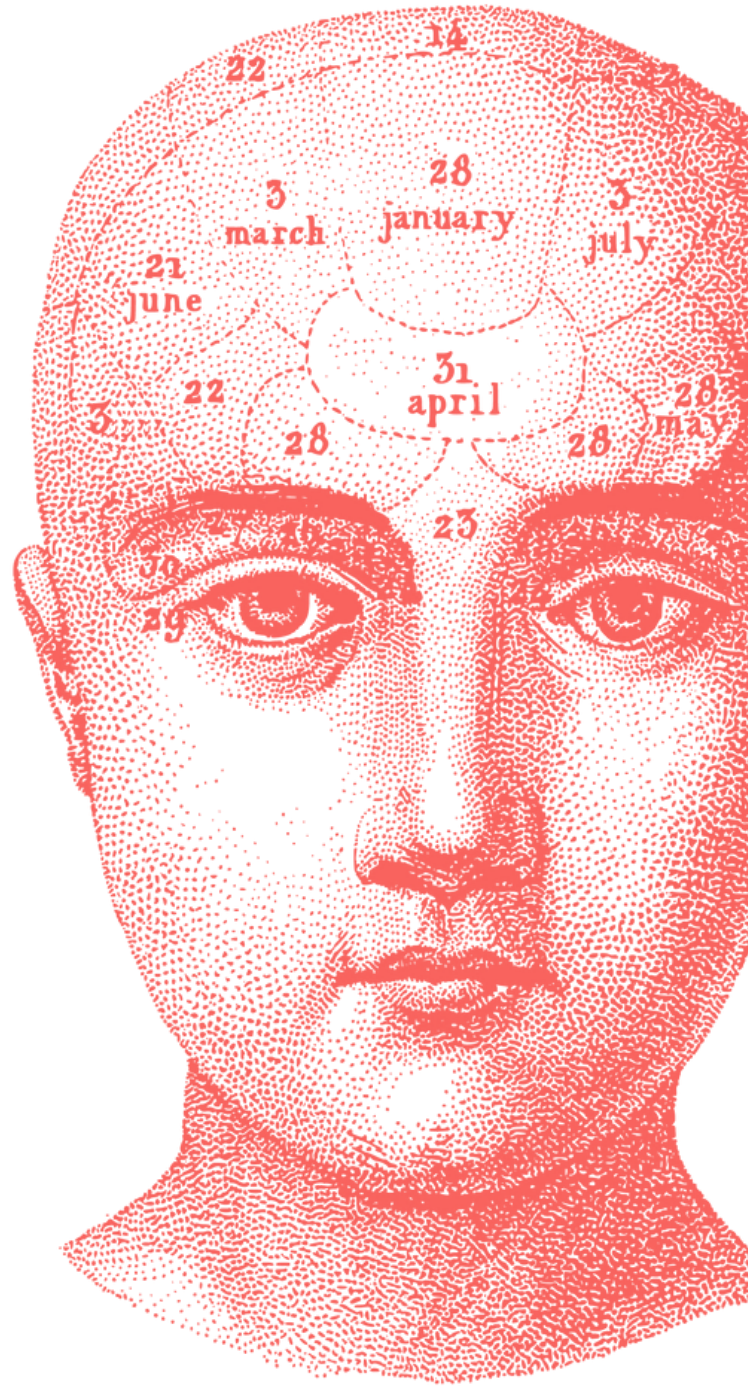


AMaGA
Victoria



Professional Development

Training on demand

AMaGA Victoria provides on-demand training to meet the needs of paid staff and volunteers from small to medium-sized organisations.

On-demand training encompasses tailored workshops and seminars that:

- Introduce practices, processes, and issues relevant to museums, galleries, and other collecting organisations
- Refresh and or update knowledge acquired from prior training and experience
- Are based on current standards of best practice, written and delivered by professionals with excellent knowledge of the subject area
- Generally, include two or more of the following learning methods: presentations, hands on workshop activities, group activities, discussions and demonstrations
- Are flexible and provide ample time for information delivery, activities, and lunch and tea breaks
- Can be delivered either digitally or in person
- Times provided are approximate

Methods of delivery:

- **ONLINE:** Online delivery of seminars and training offers flexibility for participants, especially when not all centrally located. Attendees can join from the comfort of their homes or offices, saving the time and cost associated with travel.
- **FACE-TO-FACE:** In-person training holds a unique charm, fostering face-to-face interactions and a tangible sense of community. Hands-on activities, group discussions, and experiential learning enhance the overall experience.

Responsibilities of AMaGA Victoria:

- Present the workshop on the agreed date, at the agreed time
- Provide appropriate materials for participants
- Supply a computer for the presentation

Responsibilities of the organisation seeking training from AMaGA Victoria:

- Promote the training to intended participants
- Manage the booking / registration of workshop participants
- Determine the charge to workshop participants
- Receive and pay the invoice for the flat fee plus agreed expenses and GST

If providing in-person training, the organisation will also need to provide:

- Enough space to comfortably accommodate the number of participants (we set a general rule of a maximum of 20; however, this will vary depending on the training requested)
- Sufficient chairs and tables for participants to work from (this will vary depending on the training requested)
- A clearly visible screen or white wall for the projection of presentations (a screen can be provided, if required)
- Provided access to technology as required (projector can be provided by AMaGA Victoria if necessary)
- Meals and refreshments (they can be supplied, or participants can be asked to bring their own)

ON-DEMAND FEES

The pricing reflects daily fees for training conducted by AMaGA Victoria staff for a maximum of 15 participants, unless stated otherwise. Extra participants will incur an additional fee, with a maximum limit of 20.

For in-person events, pricing depends on the length of the workshop/seminar:

- Half day: Up to 4 hours
- Full day: Up to 6 hours

Category	Digital	In-person (half day)	In-person (full day)	Additional costs
Volunteer-run organisation (less than 1 FTE)	\$500	\$800	\$1000	<ul style="list-style-type: none">• GST• Accommodation and travel costs for in-person training
Small organisation (1-10 FTE)	\$600	\$1000	\$1200	<ul style="list-style-type: none">• GST• Accommodation and travel costs for in-person training
Medium organisation (11-49 FTE)	\$700	\$1200	\$1400	<ul style="list-style-type: none">• GST• Accommodation and travel costs for in-person training
Large organisation (50+ FTE)	\$800	\$1400	\$1600	<ul style="list-style-type: none">• GST• Accommodation and travel costs for in-person training

CONSULTANT FEES

Engaging a consultant may be required for on-demand training, depending on the specificity of the subject matter and the availability of our in-house staff. Upon your quote request, we will outline all options and fees for you. Additionally, AMaGA Victoria will apply a 10% service fee on top of the consultant quote.

IN PERSON WORKSHOPS

Project planning / management (introduction)

Duration: 2 full days

Description: A project plan is a road map to achieve what you want for your organisation. This one-day workshop covers all the key information and tools required to develop a business plan. By the end of the day, you will have an understanding of how to go about completing a project plan and a template to guide you through the process.

Care of photographs and negatives

Duration: Half day (up to 4 hours)

Description: Photographs and negatives are fragile objects requiring particular care to ensure their long-term preservation. This workshop looks at the common causes of deterioration of photographs and negatives. It provides strategies for museums, galleries and other collecting organisations of all sizes in caring for photographs and negatives and explains how their care differs from the rest of your collection.

NB: May require participants to bring objects and materials for the hands-on component.

Caring for textiles

Duration: Full day (up to 6 hours, including breaks)

Description: Textiles are one of the most fragile types of objects held in collections. They are highly susceptible to damage from inappropriate handling, light, fluctuations in temperatures and relative humidity, pollutants and insects. Effective long-term care can be achieved by understanding the factors that contribute to their deterioration and taking measures to minimise these factors. This workshop covers all these factors in caring for textiles and provides low-cost solutions for storage and display.

NB: May require participants to bring objects and materials for the hands-on component.

Cataloguing (introduction)

Duration: Full day (up to 6 hours, including breaks)

Cataloguing is an essential part of managing a collection. This workshop demonstrates the advantages and methods of cataloguing. It looks at why we need to catalogue; the core information; cataloguing objects and photographs; and includes practical hands-on activities so participants gain the skills to work with their own collections.

Conservation planning

Duration: Half day (up to 4 hours)

This workshop looks at why it is important to develop a conservation plan, how to get the most out of working with a conservator, the key areas to include in the plan and building a support network. It also looks at the various funding options available for conservation planning. A practical exercise will also be included.

NB: Conservation plans can only be produced with input from a professional conservator. This workshop will not enable participants to undertake this task without support.

IN PERSON WORKSHOPS

Disaster planning (introduction)

Duration: Full day (up to 6 hours, including breaks)

Description: Disaster preparedness is vital for all organisations that hold collections in trust for future generations. This workshop covers all of the key areas in preparing an effective disaster preparedness plan.

NB: May require participants to bring objects and materials for the hands-on component.

Exhibition design: Art (introduction)

Duration: Full day (up to 6 hours, including breaks)

Description: This session explains design principles as well as installation and display techniques for visual art exhibitions. It covers handling of artwork, a range of hanging techniques and the use of hanging equipment. It also looks at the use of screens, plinths and display cabinets as well as how to get a professional look using lighting techniques and colour.

NB: May require participants to bring objects and materials for the hands-on component.

Exhibition design: Social history (introduction)

Duration: Full day (up to 6 hours, including breaks)

Description: This workshop is designed for smaller museums. An experienced exhibitions designer lets you in on the trade secrets for creating exhibitions and displays on a limited budget.

NB: May require participants to bring objects and materials for the hands-on component.

Exhibitions: From concept development to delivery (introduction)

Duration: Full day (up to 6 hours, including breaks)

Description: This workshop focuses on the planning and development processes needed to turn a good idea into an exhibition, the 'dos and don'ts' of exhibition development, and the use of colour and text types as they relate to exhibitions.

NB: May require participants to bring objects and materials for the hands-on component.

Significance assessment (introduction)

Duration: Full day (up to 6 hours, including breaks)

Description: Undertaking a significance assessment is vital to understanding the value of your collection. This workshop will explain how assessment is done and can lead to a better understanding of your collection.

Storage, handling and movement of objects (introduction)

Duration: Full day (up to 6 hours, including breaks)

Description: Careful consideration needs to be given to storage as objects can be at risk from poor quality storage materials and harmful storage practices. Similarly, objects are particularly vulnerable when being moved and need to be handled with care. Participants will learn the proper handling and storage preparation methods for a range of collection types and gain hands-on experience.

NB: May require participants to bring objects and materials for the hands-on component.

HYBRID WORKSHOPS

Caring for your collections (introduction)

Duration: Half day (4 hours in person OR 2 hours online)

Description: Collection custodians need to be aware of the best methods for storing, displaying and handling heritage objects. This workshop provides practical advice on procedures for taking care of valuable community collections. This introductory level workshop focuses on the main causes of deterioration to your collections. It provides simple strategies that will assist you in minimising the risks.

NB: In person workshops may require participants to bring objects and materials for the hands-on component.

Writing labels (introduction)

Duration: Half day (up to 4 hours)

Description: This workshop focuses on preparing text for interpretive panels and labels. The concept of interpretation is introduced, and participants will learn the art of preparing succinct labels without compromising the curatorial intent.

ONLINE WORKSHOPS

Grant writing (introduction)

Duration: 2 hours

This workshop explores the range of funding opportunities available and provides tips on where and how to look for the appropriate grant. Participants will be taken through the process of how to prepare a strong funding application.

Marketing (introduction)

Duration: 2 hours

Description: This workshop covers all the key information and tools required to develop a marketing plan for your organisation, no matter how limited your budget may be. By the end of the day, you will be well on the way to having a marketing plan that will effectively focus your efforts and guide your organisation.

QUOTE AND ENQUIRIES

For all training enquiries or to request a quote, please contact: enquiries@amagavic.org.au or phone us on (03) 9270 5063 (Regional freecall: 1800 680 082).

Cancellations:

Please note that if a quote has been issued and there has been a reasonable expectation that the training will go ahead, AMaGA Victoria will charge a 10% administration fee if the training is then cancelled.