****

**Expression of Interest** – **Good Housekeeping Collections Care Training**
**Outline**

This programme aims to improve collections management and care of collections skills. It will support museums with **Section 2 (Collections)** of the Museum Accreditation Standard, with particular reference to 2.4 and 2.6.

West Midlands Museum Development (WMMD) is working with Jane Thompson-Webb, Conservation Team Leader at Birmingham Museum Trust to deliver three collections care training sessions in museums across the West Midlands region.

The Good Housekeeping training is particularly relevant for staff and volunteers directly engaged with collections management work but also for other members of the organisation; trustees, front of house teams and education staff. The training can be used as a refresher, as an opportunity to learn new skills or as a more in-depth session on a particular subject area.

We aim to make the training as relevant to your site as possible. Sessions can be tailored to fit with your own collections care needs and include specific advice for collections care at each site. Wherever possible we encourage museums to use examples from their collections as part of the day to give maximum benefit to the organisation.

**Conditions of Participation**

* Open to Accredited museums or those officially registered as Working Towards Accreditation in the West Midlands region
* Dates will need to be agreed with Jane and WMMD
* Courses are limited to a total of 15 places
* Host organisations should provide refreshments and where possible lunch
* Use examples from their own collections to support the training

**Project Timetable**

* Submission of Expression of Interest forms by **6 July 2018**
* Successful applicants notified by **19 July 2018**
* All training events must have taken place by the end **February 2019**
* A report on the event must be submitted no later than two weeks after the event. WMMD will supply the format and it will cover how the training went and how it has benefitted the organisation and staff.

**Please complete the Expression of Interest form below.**

**1) Please state which training you are interested in from the list below (highlight as appropriate)**

* Handling, Packing and Moving Collections (this can include object marking)
* Conservation for Dummies
* Integrated Pest Management (including identification and control)
* Environmental Monitoring and Control
* Stop the Rot: 10 Agents of Decay
* Hazards in Museum Collections
* Disaster Planning

**2) Please give an indication of when you would like the training to take place** (this may be subject to change depending on the availability of Jane Thompson-Webb)**.**

|  |
| --- |
|  |

 **3) Please state how many members of your staff/volunteers will attend the session.**

|  |
| --- |
|  |

**4) Please state the maximum number that you can accommodate at the event so that additional places can be offered to other museums in the area.**

|  |
| --- |
|  |

**5) Please outline why your museum needs this training and how it will support your staff and volunteers.** Please also indicate any particular collection care issues linked to the training selected above that you are interested in for example particular object types, issues or problems. Where possible this will be included in the session.

|  |
| --- |
|  |

 **Your details:**

|  |  |
| --- | --- |
| **Museum:** |  |
| **Name:** |  |
| **Job title:** |  |
| **Email:** |  |
| **Telephone:** |  |

|  |
| --- |
| **I confirm that I will fully participate in the programme and have the permission and support of my senior management team.** |
| **Signed:** |  | **Date:** |  |

**Please return the completed Expression of Interest Form to** **wmmd@ironbridge.org.uk** **no later than 5pm, Friday 6 July 2018.**

**Email: wmmd@ironbridge.org.uk**

**Or post to: West Midland Museum Development, Ironbridge Gorge Museum Trust, Coach Road, Coalbrookdale, Telford TF8 7DQ**