

## MUSEUM AND GALLERY STUDIES

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### Program Outline

<b>Major:</b>	MUSM
<b>Length:</b>	1 Year
<b>Delivery:</b>	3 Semesters
<b>Credential:</b>	Ontario College Graduate Certificate
<b>Effective:</b>	2014-2015
<b>Location:</b>	Barrie
<b>Start:</b>	Fall (Barrie)

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### Description

This program provides students with a broad-based foundation in museum and gallery work, including the main technical areas common to all museums and galleries: conservation and collections management, exhibition design, public programming, and administration. This one year (three semester) graduate certificate program will give students a cross section of museum and gallery studies, combining academics, technical practice, and an internship.

### Career Opportunities

Graduates of this program will be prepared to work in a variety of positions within the museum and gallery industry, including: museum/gallery conservator assistant, museum registrar, collection technician, curatorial assistant, educator, animateur, museum extension officer, exhibition technician, etc. Graduates may also find employment in museums and galleries in areas related to visitor services, marketing and publishing.

### Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

- apply knowledge of the history, development, and philosophy of museums and galleries, as well as their associated professions, to museum-related work;
- manage the care and conservation of objects in collections;
- participate in the management, growth, and development of a museum/gallery collection;

- manage records for a museum or gallery collection;
- assess the impact of environmental conditions on materials in a museum or gallery collection;
- monitor and control the museum and gallery environment;
- monitor, protect, and maintain artifacts that are in storage as well as those on display, in transit, or on loan;
- research and interpret museum and gallery collections;
- develop, deliver, and evaluate educational programs;
- coordinate temporary, permanent, and touring exhibitions, as well as satellite projects;
- manage the routine operations of a museum or gallery in the for-profit or not-for-profit sectors;
- apply the principles of budgeting and financing, including grant writing, fund raising, and other related activities, to the operation of a museum or gallery;
- complete museum-related work in accordance with best practices, ethical standards, and museum standards;
- apply the work practices related to museum studies in environmentally responsible and sustainable ways that are beneficial to the community.

### **The Program Progression:**

Fall Intake - Barrie

Sem 1	Sem 2	Sem 3
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Fall	Winter	Summer
2014	2015	2015

### **Admission Requirements:**

Applicants must meet ONE of the following requirements to be eligible for admission to this program:

- Post-secondary diploma or degree, or
- equivalent work experience

### **Graduation Requirements:**

## 13 Mandatory Courses

### 1 Internship

#### **Graduation Eligibility:**

To graduate from this program, a student must attain a minimum of 60% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester. The passing weighted average for promotion through each semester and to graduate is 60%.

#### Mandatory Courses

MUSM1000	Understanding Museums and Galleries
MUSM1001	Curatorial Practices
MUSM1002	Collection Management
MUSM1003	Exhibition Design
MUSM1004	Museum and Gallery Management
MUSM1005	Technical Practices
MUSM1006	Preventative Conservation Techniques
MUSM1007	Educational Programming and Delivery
MUSM1008	Advanced Museum and Gallery Management
MUSM1009	Advanced Collection Management
MUSM1010	Research Methods for Museums and Galleries
MUSM1011	Advanced Exhibition Design
MUSM1013	Museum Studies Portfolio

#### Internship

MUSM1012	Museum Studies Internship
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#### **Course Descriptions:**

##### MUSM1000 Understanding Museums and Galleries 42.0 Hours

Museums are visited by millions of people annually and have substantially increased in number over the last 30 years. This course provides students with a survey of the social history and development of museums and galleries, and the increasing presence of museums in Canada. Students gain an understanding and appreciation of the evolving purposes and core functions of museums as well as the frameworks for museum and gallery practice. Students also examine the growing development and network of professions related to museum and gallery work.

##### MUSM1001 Curatorial Practices 42.0 Hours

In this course students develop a critical understanding of curatorial strategies. Students learn to apply research, theory, criticism, industry standards, and practical curatorial skills to individual and team-based exhibitions (in virtual or physical environments). This is accomplished by contextualizing curatorial practices from a historical perspective

while taking into account practical and ethical considerations. Students are encouraged to consider project-based exhibitions that challenge existing paradigms and museum conventions. The importance of collaboration and dialogue with exhibition contributors and other institutions is emphasized.

#### MUSM1002 Collection Management 42.0 Hours

In this course students are introduced to the basic registration and documentation functions used to manage a museum or gallery collection. This includes a study of the acquisition process (selection, appraisal, and documentation) and the management of collections information. Basic intellectual property concerns will also be emphasized.

#### MUSM1003 Exhibition Design 42.0 Hours

This course investigates the considerations involved in exhibition design starting from initial concept and research to developing an installation model. Students explore a range of presentation strategies and examine how various design solutions affect the visitor experience. Careful consideration is given to the dynamics between the objects, the institution, and the audience. Studio work, discussions, and projects will address the challenges facing historical and contemporary museums and galleries today. Concerns related to physical and intellectual accessibility are addressed.

#### MUSM1004 Museum and Gallery Management 42.0 Hours

Students in this course are introduced to key aspects of museum and art gallery management. Topics include boards and governance, strategic planning, policies and procedures, budgeting and financial management, fund development (grant writing, fundraising and self-generated revenue), HR management (staff and volunteers), programming, planning and development (collections, exhibitions, public programs), marketing, audience development, membership, and retail and visitor services. An introduction to the roles and responsibilities of art gallery/museum personnel serves as a foundation for discussing career paths within the sector.

#### MUSM1005 Technical Practices 42.0 Hours

This course introduces students to safe shop practices and tool-specific skills necessary to construct the specialized furniture, equipment, and mounts required in museums and galleries. Through various lab-based projects, students develop solutions to the challenges inherent in the proper archiving, shipping, and exhibition of diverse artifacts. Attention is paid to specific techniques required to install a diverse range of exhibitions (time based, historic, site specific, etc.).

#### P- MUSM1006 Preventative Conservation Techniques

#### MUSM1006 Preventative Conservation Techniques 42.0 Hours

This course introduces museum standards and practices relative to handling, shipping, displaying, and storing collections. The common causes of damage and deterioration of museum and gallery objects are introduced. Students learn how to protect collections through preventative techniques as well as how to perform tasks related to ongoing

maintenance including condition reporting. The network of conservation authorities and resources is also discussed.

**MUSM1007 Educational Programming and Delivery 42.0 Hours**

This course introduces learning styles, learning theory, teaching techniques, and program design/development, with an emphasis on hands-on learning and collaborative approaches to education. Students develop the skills required to plan, promote, implement, and evaluate educational programs. Emphasis is on effective communication and interpretive skill-building to support educational programs. The course reflects the impact of digital technology on the changing scope of the museum.

**MUSM1008 Advanced Museum and Gallery Management 42.0 Hours**

Students apply their knowledge to the organization of an exhibition or special project for a gallery or other venue of their choice (virtual or physical). Project management involves developing the project premise and rationale, critical path, checklist, and budget; identifying funding sources and partnerships, writing grant applications, contract(s), and loan agreement(s); and coordinating the shipping, insurance, equipment, and installation needs. Students identify target audiences, oversee marketing plans, and develop related public programs. Photographic documentation, publication, and evaluative measures are also considered.

P- MUSM1004 Museum and Gallery Management

**MUSM1009 Advanced Collection Management 42.0 Hours**

Students solve problems associated with the complex issues and difficult decisions involved in the management of collections. This includes de-accession and repatriation as well as response to the changing museum environment (social media, digital collections, and the changing community). Students acquire an understanding of the principles of risk management and donor stewardship.

P- MUSM1002 Collection Management

**MUSM1010 Research Methods for Museums and Galleries 42.0 Hours**

This course focuses on the research methods used by museum and gallery workers. Students learn how to conduct required research to properly document and interpret cultural objects as well as provide other contextual information. These skills enable students to archive information related to the artistic and/or cultural significance of objects. Students develop an awareness of how cultural and institutional practices affect our understanding of artefacts and works of art.

**MUSM1011 Advanced Exhibition Design 42.0 Hours**

Students refine their skills and knowledge to successfully design temporary and permanent exhibitions. This involves mounting an exhibition using an existing plan. Attention is focused on how the various elements of the exhibition plan (such as architecture, lighting, display furniture, and didactics) aid the viewer's interpretation of

the artefacts. Students learn how to select the appropriate form of documentation for the exhibitions they create.

P- MUSM1003 Exhibition Design

MUSM1012 Museum Studies Internship 560.0 Hours

The Internship component of the Museum and Gallery Studies program allows students to integrate their academic education with work experience related to their program of study. This integration reinforces skills and knowledge learned during academic semesters. It also helps students to develop professional contacts, determine a career path, and improve general employment skills.

P- MUSM1000 Understanding Museums and Galleries and P- MUSM1001 Curatorial Practices and P- MUSM1002 Collection Management and P- MUSM1003 Exhibition Design and P- MUSM1004 Museum and Gallery Management and P- MUSM1005 Technical Practices and P- MUSM1006 Preventative Conservation Techniques and P- MUSM1007 Educational Programming and Delivery and P- MUSM1008 Advanced Museum and Gallery Management and P- MUSM1009 Advanced Collection Management and P- MUSM1010 Research Methods for Museums and Galleries and P- MUSM1011 Advanced Exhibition Design and P- MUSM1013 Museum Studies Portfolio

MUSM1013 Museum Studies Portfolio 42.0 Hours

Students assemble a variety of artefacts that demonstrate their abilities and activities within the museum industry. This may include examples of work that relate to community service learning and entrepreneurship. In addition, the portfolio demonstrates an understanding of new media in the museum industry as well as alternative methods of collecting, program delivery, and audience engagement within the digital space.

### **Course Description Legend**

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

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