

Training Course

THE TRAINING PROGRAMME FROM THE NORTHERN IRELAND MUSEUMS COUNCIL



COURSE TITLE

Welcome to the Training Programme For 2010 - 2011

The museum sector is constantly evolving and in response to this NIMC is also seeking to continually develop and improve our provision of professional training. This year's programme will provide you with a wide variety of training courses to enable you to care for your collections and provide even greater access to them.

Northern Ireland Museums Council
6 Crescent Gardens, Belfast BT7 1NS

Tel: +44 (0) 28 9055 0215
Fax: +44 (0) 28 9055 0216
Email: info@nimc.co.uk

In order to support your continuing professional development we aim to:

- Provide training in MODES to assist you to catalogue your collections
- Assist you in caring for your collections
- Inform you of current curatorial exhibition techniques
- Provide guidance on how to plan and deliver education workshops for Key Stage 3
- Facilitate you in managing your volunteers to ensure compliance with legal and other issues
- Promote awareness of Learning Disability issues
- Help you to take quality digital images for documentation and marketing purposes
- Provide study opportunities in a national and international context to gain insight and understanding of how other museums make people aware of shared heritage, how they interpret their collections to international visitors and how they celebrate creativity and innovation.

Over the course of the year we will be keeping you informed of any additional workshops and information sessions we plan to run. In the meantime, we hope that you will be able to make the most of this current programme and look forward to receiving your bookings and working with you.

Karen Magowan
Business Executive Officer



NIMC Training Course

Calendar 2010

Date	Course	Venue
13 th April	Digital Photography Workshop	NIMC Offices
27 th April	MODES – Refresher	NIMC Offices
28 th April	MODES – Advanced	NIMC Offices
4 th May	Caring for Textiles and Curating a Costume Exhibition	Ulster Museum
11 th May	How to Manage Volunteers	NIMC Offices
18 th May	Learning Disability Awareness	NIMC Offices
2 nd June	Applying for Grant-aid	NIMC Offices
18 th June	How to Structure a Key Stage 3 Workshop	NIMC Offices
7 th Sept	Caring for Paintings	Armagh County Museum
21 st -23 rd Sept	Museum Study Trip	Barcelona
13 th Oct	Collections Care Basics	Down County Museum
2 nd Nov	Museum Study Trip	Dublin



Training Course

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COURSE TITLE

Digital Photography Workshop

Trainer:

Bryan Rutledge
Freelance Photographer

Date

13th April 2010

Venue:

NIMC Offices

Cost:

£45.00 for members
£70.00 for non-members

The course is aimed at all museum staff that want to learn how to photograph objects in collections for documentation and for marketing purposes.

Participants should bring along the camera they use at work.

Course Objectives:

By the end of the day you will be able to:

- Understand the basics of photography
- Camera types, menus and buttons
- Set up a shoot for documentation purposes
- Record events for marketing purposes
- Download images
- Rights management issues for reproduction and use of images
- Child Protection issues relating to photography

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Training Course



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COURSE TITLE

MODES – Refresher Workshop

Trainer:

MODES Users
Association

Date

27th April
2010

Venue:

NIMC Offices

Cost:

£45.00 for members
£70.00 for non-members

Whether you are currently using MODES or considering it, this course will enable you to be confident in using the programme to record objects. This is a 'fast track' course for new users, but also useful for people who want to update their skills.

NB. Although this is an introductory level course, it assumes that you will have basic computer skills and are familiar with using a mouse and keyboard. The training also assumes that you have a working knowledge of recording objects and an understanding of how records are structured.

Course Objectives:

By the end of the day you will be able to:

- Browse and search using practical exercises
- Print records
- Enter data using practical exercises
- Edit data using clipboard, constants , texts and use short cuts
- Design and use grids
- Set up options including image directories and colours

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COURSE TITLE

MODES – Advanced Workshop

Trainer:

MODES Users
Association

Date:

28th April 2010

Venue:

NIMC Offices

Cost:

£45.00 for members
£70.00 for non-members

This course is suitable for participants who use MODES for Windows or have already been on the refresher course recently, or have been on the advanced course before, but need to update their skills.

NIMC will be sending out a training needs form for this course to ascertain participant's needs, so that any queries they have can be answered during the course.

Course Objectives:

By the end of the day you will be able to:

- Subfield and keyword analyses
- Validation
- Using secondary indexes
- Designing grids
- Global editing with constants and texts
- Exporting records
- Importing records
- Setting up file and application options

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COURSE TITLE

Caring for Textiles & Curating a Costume Exhibition

Trainers:

Elise Taylor, Curator of
Applied Art &
Nuala Maguire,
Conservator,
NMNI

Date:

4th May 2010

Venue:

Ulster Museum

Cost:

£45.00 for members
£70.00 for non-members

The course is aimed at museum staff who store and exhibit textile artefacts. It will focus on how to curate a textile exhibition, preserving textile material and how to support textile costume when in storage and while on display.

Course Objectives:

By the end of the day participants will:

- Understand causes of deterioration in textile material
- Know the appropriate environmental conditions for textile display
- What material and methods should be used for storage and display
- How to curate a costume exhibition
- How to dress a mannequin
- Identify problems associated with textile objects brought in by course participants

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COURSE TITLE

How to Manage Volunteers

Trainer:

Denise Hayward,
Volunteer Development
Agency

Date:

11th May 2010

Venue:

NIMC Offices

Cost:

£45.00 for Members

£70.00 for non-members

This course will provide guidance on how to recruit and manage volunteers. It will help participants understand their legal responsibilities to their volunteers. It will also focus on the policies you need to have in place and provide an introduction to risk assessment and management.

Course objectives:

By the end of the day participants will understand:

- how to recruit and select volunteers
- your responsibilities to your volunteers
- the structures you may need to have in place for your volunteer programme
- the concepts of risk management
- the 'checks' or screening that may be required for volunteers
- How to draft a volunteer policy

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Training Course

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COURSE TITLE

Learning Disability Awareness

Trainer:

John McCallum

Date:

18th May 2010

Venue:

NIMC Offices

Cost:

£45.00 for members

£70.00 for non-members

This course will provide guidance and information for museum practitioners who organise and deliver activities and workshops for people with learning disabilities. It will inform you about the range of learning disabilities and facilitate you in addressing people's needs. It will also help you to meet your legal obligations.

Course Objectives:

By the end of the day you will;

- Find out about the range of learning disabilities
- How to tailor workshops where there is a wide range of ability
- How to ensure maximum participation, enjoyment and developmental value
- Help you to meet your responsibilities to people with learning disabilities
- Listen to museum educators who have worked with groups with learning disabilities

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COURSE TITLE

Applying for Grant-aid

Trainer:

Neil Irwin,
NICVA

Date:

2nd June 2010

Venue:

NIMC offices

Cost:

£45.00 for members
£70.00 for non-members

In times of recession museums have to put themselves in the best position possible to access funding. It is especially important to try to put in place a strategy for fundraising. The course will provide guidance in making a better application to grant-making bodies and will prepare participants at all stages of the funding process, and what to do before, during and after making an application. Representatives from The Art Fund and the Heritage Lottery Fund will be in attendance to answer queries with regard to their funding programmes.

Course Objectives:

The course will enable participants to:

- Find out about the funding application process
- Understand what makes a successful funding application
- Identify what to include when completing an application form
- Meet staff from The Art Fund and the Heritage Lottery Fund and find out about their themes and application processes

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COURSE TITLE

How to Structure a Key Stage 3 Workshop

Trainers:

Marian Ferguson,
Education Consultant
Sheelagh Dean,
Advisory Officer,
SELB

Date:

18th June 2010

Venue:

Ulster Museum

Cost:

£45.00 for members
£70.00 for non-members

This course is aimed at museum staff involved in planning education programmes and will provide an overview of the curriculum for Key Stage 3.

It will provide practical guidance in how to decide on a topic for Key Stage 3, how to research, plan and deliver lesson and some tips on how to evaluate its success.

Course Objectives:

By the end of the day participants will:

- Gain an overview of Key Stage 3 curriculum requirements
- Be able to make links with their collection and the curriculum
- Take part in a practical session on how to develop a lesson
- Hear from other museum educators about lessons they have developed

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COURSE TITLE

Caring for Paintings

Trainer:

Alison Craig,
Painting Conservator

Date:

7th September 2010

Venue:

Armagh County Museum

Cost:

£45.00 for members
£70.00 for non-members

This course is aimed at museum staff with paintings in their collections. The principal aim of the course is to provide an understanding of the properties and requirements of paintings. The course will look at potential causes of deterioration and damage, and some techniques on preventative conservation

Course Objectives:

By the end of the day participants will:

- Understand the properties of paintings
- Causes of deterioration
- How to handle and store paintings
- Be informed about display and packing materials and techniques
- Receive a practical session in surface cleaning and basic conservation
- Identify problems associated with objects brought in by participants

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COURSE TITLE

Museum Study Trip

Date:

21st – 23rd September 2010

Venue:

Barcelona

Cost:

£200 for members
£250 for non-members

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The study trip will help identify the issues and solutions of interpretation to a wide range of audiences. How collections are interpreted to non Spanish and non Catalan audiences will be examined, as well as investigating how the museums make people aware of their shared heritage and facilitate identification with their national history. There will also be an opportunity to explore shared cultures and histories.

Participants will visit the following museums;

The Museum of the History of Catalonia

The museum places the history of Catalonia on display and helps make people aware of their shared heritage, facilitating identification with the national history.

Catalan Museum of Archaeology

The curators have given particular emphasis to the archaeological remains from Catalonia and make connections between this region and other regions. This is an opportunity to explore shared cultures and histories.

The Barbier-Mueller Museum of Pre-Columbian Art

The collection is structured around the cultures which inhabited the territory between Mesoamerica and South America before the arrival of the Spanish. This is an opportunity to explore how other cultures are interpreted.

Disseny Hub Barcelona

The DHUB Museum hub comprising the Museum of Decorative Arts, Museum of Textiles and Fashion and The Room of Graphic Art celebrates creativity and innovation. It also observes the past and present of the design world and makes parallelisms between design, socio-cultural events and historic styles.

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COURSE TITLE

Collections Care Basics

Trainer:

Siobhan Stevenson and
Lyn Stinson,
Conservators, NMNI

Date:

13th October 2010

Venue:

Down County Museum

Cost:

£45.00 for members
£70.00 for non-members

The course is aimed at museum staff that care for and manage collections in store and on display. It will provide a basic overview of the actions that can be taken to minimise the risk of damage and deterioration to the collection, in line with Accreditation Standards

Course objectives:

By the end of the day participants will:

- Know the optimum conditions for collections
- The importance of environmental monitoring and control
- Know how to optimise store layout
- Find out about good housekeeping procedures
- How to institute a planned programme to improve collection care
- How to access conservation and collection care advice and services
- How to handle and pack objects
- Find out about packing and display materials
- Know how to carry out a condition report

Training Course

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COURSE TITLE

Museum Study Visit

Date:

Mid-November 2010
IMA Annual Lecture

Venue:

Dublin

Cost:

£45 for members
£70 for non-members

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This study visit will provide a valuable opportunity for museum practitioners to discuss up to date museum issues with staff who curate and manage internationally important collections.

Participants will visit the following museums and find out about;

Collins Barracks

- How the museum maximises access to its collections in storage.
- Managing the Volunteer Programme for the Dublin Excavations Project at Collins Barracks
- Visit the Conservation Studio and find out about unique conservation problems involved in the eight century Fadden More Psalter

Chester Beatty Library

- Tour and talk of the current temporary exhibition
- Find out about the education programmes at the Chester Beatty
- Find out about running a museum shop, buying merchandise, visual merchandising and display techniques

IMA Annual Lecture

- This is an optional extra, and participants can either choose to leave Dublin or attend the lecture which usually starts at 18.30pm.



NIMC Training Course

Lunch:

All training days include a sandwich lunch unless otherwise stated. Please inform us if you have any special dietary requirements.

Do not enclose fee with this booking form.

We will invoice for the training day.

Cancellations

Due to the popularity of these courses, NIMC is adopting a stricter policy with regard to cancellations. All cancellations must be in writing. If you cancel not less than 5 working days before the event you will not be charged (this rule does not apply to the study visit). If you cancel less than 5 working days or do not turn up on the day we will bill you for the day.

Please return booking forms by post or fax to:**Karen Magowan**

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Email inquiries or telephone inquiries to:

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NIMC Training Course

Booking Form

Course Title:

Date:.....

Course Title

Date:

Course Title:.....

Date:

Name of Delegate:

Organisation:

Address:

.....

Tel:

Email:

Special Needs

We recognise that some applicants may have disabilities or other special needs and we would be grateful if we could be informed in advance in order to provide adequate provision.

