

Call for Expressions of Interest:

Museum Experts and/or Consultants with expertise in Collections Management, Museum Education and Exhibit Development

ABOUT THE BC MUSEUMS ASSOCIATION

The BC Museums Association, founded in 1957, represents over 400 members across British Columbia, including museums, art galleries, archives, historic sites, Indigenous cultural centres, science centres, botanical gardens and related organizations located throughout B.C. We are a provincially incorporated non-profit society and a registered charitable organization that works to create a bright future for BC's museum, gallery and heritage sector through networking, advocacy, innovation and professional development. The organization is led by a 13-member volunteer Board of Directors (the BCMA Council), supported by small professional staff and volunteer committees. For more information go to museumsassn.bc.ca

OPPORTUNITY

BCMA, with the support of a Museum Assistance Program grant from the Department of Canadian Heritage, is developing a 'Toolbox', designed specifically to meet the needs of staff and volunteers in small museums across British Columbia. Our goal is to create new resources that are user-friendly, visually-appealing, practical in nature, easy-to-implement and geared toward generalists working in small museums.

We are looking for knowledgeable museum professionals, experts and/or consultants to help us develop content for our Toolbox for Small Museums project with respect to three key museum functions: Collections Management; Museum Education; Exhibit Development. See below for additional detail on the proposed topics.

There are two ways to get involved in the project:

- 1) **Lend your expertise as a volunteer.** We know that there is a great deal of expertise available within the B.C. museums community and that many people are interested in giving back to the community. If you have knowledge to share with colleagues working in small museums, please consider donating your time and talents to help us create new resources. This can be as simple as creating a one-page tip sheet, or as involved as helping to develop a full-day workshop.

- 2) **Submit a proposal to work as a paid professional consultant on the project.** We encourage paid consultants to also consider giving back to the community through this project if you are able to offer a non-profit rate or if you would consider contributing a portion of your time and talents to this important project on a pro bono or volunteer basis.

PROPOSED TOPICS

We are proposing the following topics within our Toolbox:

Collections Management

- Top 10 easy artifact storage solution tips
- Basic collection management processes....and how to prioritize
- Step-by-step guide to de-accessioning
- Sample collections management policies (forms and templates) – Ready to go!

Museum Education

- How to tell a good story...for developing appealing exhibits and tours
- How to create a simple outreach kit
- How to create easy and exciting - object-based activities for your museum

Exhibit Development

- How to write effective labels
- How to create simple, yet powerful exhibit graphics
- How to create compelling – yet simple – artifact display cases

Ideally, these Toolbox resources will provide step-by-step activities or templates that outline a level of best practices for our sector and are easy to implement for professionals and volunteers working in small museums with limited financial and human resources.

NOTE: Please feel free to submit a proposal and let us know if you have expertise in *other* relevant areas. We plan to add topics to our Toolbox as time and resources become available in the future and would love to hear from you.

As part of the content development process, we may be piloting our Toolbox resources around the province through in-person regional workshops as well as through webinars. As part of your

proposal, please indicate your interest, experience, availability for participating in or leading workshops and webinars.

PROPOSAL REQUIREMENTS

Please ensure your proposal clearly outlines:

1. Contact information and curriculum vitae.
2. The Toolbox topic(s) in which you have content expertise.
3. Your level of understanding of - or experience working with - small museums or in a small museum environment.¹
4. Your experience and comfort level for presenting content through webinars, and in-person hands-on workshops around B.C., to disseminate and pilot the new Toolbox resources. Exact locations and dates TBD.
5. If submitting as a consultant, please indicate your hourly rate and an estimation of time required to prepare content for a topic within the Toolbox. If you are able to offer a non-profit rate for this work or if you would consider contributing any pro bono services or additional volunteer time, please indicate that in your proposal.
6. If submitting as a volunteer, please indicate an estimation of time required and any parameters around your availability to work on the project (e.g. specific dates, evenings and weekends only, etc).
7. Confirmation of general availability between July 2018 and March 31, 2019 to work on this project.

Submission

Proposals should be submitted via email to bcma@museumsassn.bc.ca no later than 5pm (Pacific Standard Time) on July 20, 2018. A decision is expected to be made by early August 2018.

Questions?

Contact us at the above email or by phone at 250.356.5700 with any questions or ideas.

¹ Note: The BCMA describes “small museums” as typically:

- Working within an operating budget of less than \$200,000; and/or
 - Employing a small staff (under 5 persons) with multiple responsibilities; and/or
 - Requiring volunteers to perform key staff functions; and/or
 - Self-identifying (due to physical size; a remote or rural location; or the collection's size and scope.)
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