

Kansas Museums Association
Museum Training Initiative

Program Purpose: The Kansas Museums Association's (KMA) Museum Training Initiative (MTI) is a certificate program in which participants receive well-rounded museum operations training. The intent of this program is to build a foundation of fundamental, technical and relevant museum skills for individuals working in Kansas museums. Completion of this program will equip participants with skills to become more effective in their current museum roles and to prepare them for future career development.

Disclaimer: This program does not confer education credits, accreditation or other formal professional status. It is not intended to be a short cut or substitute for undergraduate or graduate professional education in museum studies.

Program Summary: Program participants will be awarded a KMA Museum Training Initiative Certificate for earning two credits in each of five subject areas, writing a minimum of three book reviews and the completion of a capstone project. The subject areas are Museum Administration and Governance; Collections Management; Interpretation and Programming; Resource Development; and Marketing and Public Relations.

Program Eligibility: KMA Individual Members in good standing are eligible to participate in the MTI program.

Program Cost: Program fees are \$25 for the first year, plus \$10 for each additional year the participant is enrolled in the program. Participants should complete the program in 3 to 5 years.

Certificate Program Details:

Enrollment: Prospective participants must submit a program enrollment form, a letter of support from their museum's board of directors, governing body or supervisor and the \$25 enrollment fee. A program certificate will be awarded once the participant has earned all required credits, written the required book reviews and completed a capstone project.

Requirements: Participants will earn two credits in each of five subject areas, write a minimum of three book reviews and complete a capstone project.

- Subject Areas:
 1. Museum Administration and Governance
 - Human Resources, Legal Issues, Operations, Budgeting, Governance, By-laws, Mission, Board Development, Ethics, etc.
 2. Collections Management
 - Accessioning, De-accessioning, Loans, Inventory, Storage, Conservation, Preservation, Archives, etc.
 3. Interpretation and Programming
 - Interpretation, Public Programming, Special Events, Educational Theory, Exhibit Development and Installation, Furnishing Plans for Historic Houses, Visitor Studies, etc.
 4. Resource Development
 - Membership Development and Management, Grant writing, Capital Campaigns, Volunteer Management and Training, etc.
 5. Marketing and Public Relations
 - Marketing, Public Relations, Advocacy, Customer Service, etc.

- **Qualifying Credits:**
 - The first credit in each subject area must be earned by attending a full day workshop.
 - The second credit may be earned by attending an additional full day workshop, 2 half day workshops, 4 relevant conference sessions or a combination of the above.

- **Workshops/Sessions:**
 - If a workshop/session is applicable to more than one subject area, it will only count in one subject area of the applicant's choice. For example, a workshop pertaining to abandoned property law may be applicable to both Museum Administration and Governance as well as Collections Management, however, the participant must choose one subject area to apply the credit/partial credit.
 - Participants are encouraged to attend KMA sponsored workshops and attend the KMA annual conference.
 - Credits may also be earned by attending workshops and sessions offered by other museum organizations such as the American Association for State and Local History (AASLH), Oklahoma Museums Association (OMA), or Mountain Plains Museums Association (MPMA).

- **Book Reviews:**
 - Participants are expected to read and review one museum related book each year they are enrolled in the MTI program. A minimum of three book reviews are necessary to complete the program.
 - Participants are encouraged to identify books that will augment the workshops and sessions they attend.
 - Participants will be provided a bibliography from which to work. This bibliography is not exhaustive and participants are should think of it as a resource from which to draw.

- **Capstone Project:**
 - Participants must complete a capstone project at the conclusion of the MTI certificate program. The participant, in cooperation with the MTI committee, will determine this project.
 - The project should showcase the skills the participant has gained through the program and should benefit his or her museum.
 - Participants will be required to share their experiences with other KMA members by presenting the results of their capstone projects at the KMA annual meeting.

- **Reporting:**
 - Participants will work directly with members of the Museum Training Initiative committee. A committee member will help mentor participants through the program.
 - Participants will contact their committee members prior to attending a workshop, indicating which credit they are earning. Within 4 weeks of earning the credit, a summary (no more than one page) of the workshop is due to the assigned committee member. Participants will also work with their committee members to develop and execute their capstone projects.
 - As participants progress through the program, they and their committee members will keep a record of credits earned. Participants will keep a log which includes the signature of workshop and session presenters from each program they attend, a copy of each completed book review, and a copy of each written summary.
 - Participants and their committee members will confer once each year specifically to confirm record accuracy. In addition, participants will be encouraged to confer with each other.

- A Facebook page for participants will be created to foster conversation, build a network of professional allies and encourage the exchange of ideas. Other networking opportunities will be available at the KMA annual meeting.

Administration: This program will be administered by the Museum Training Initiative committee appointed by the President of KMA.

- Members of this committee will work with program participants, one on one, to help participants successfully complete the program. Program participants will each be assigned a committee member as a contact and mentor.
- To ensure committee and program continuity, individual committee members will provide regular reports to the committee chairperson and committee vice-chairperson.
- The committee chairperson will provide regular reports to the KMA Board of Directors. A participant tracking template will be developed to ensure standardized record keeping. Ultimately the committee chairperson and vice-chairperson are responsible for participant records.
- The committee chairperson and vice-chairperson will work with the Conference Committee and Workshop Chairperson to ensure that the interests of program participants are considered in workshop and conference session scheduling.
- Committee members will be expected to meet regularly and to mentor participants by contributing to participant discussions when appropriate, attending networking events, and guiding participants in meaningful ways.