

2008 Enrolment Form

Surname: (Mr, Mrs, Ms) _____

Given Name: _____

Address: _____

Phone - Work: _____ Home: _____

Mobile: _____

Fax: _____

E-mail: _____

I wish to enrol for:

(a) full certificate course or

(b) selected modules

The following two-day workshops are available individually or may be studied cumulatively for the award of Certificate in Museum Studies. They will usually be studied over a weekend. The compulsory units for the Certificate are marked with an asterisk.

NB: Full Certificate participants must enrol for a minimum of ten workshops including the compulsory modules marked with an asterisk

Please tick the modules in which you wish to be enrolled.

*1 Museums, Heritage, Culture & Society	8-9 Mar	<input type="checkbox"/>	MS0801
*2 Preventative Conservation	29-30 Mar	<input type="checkbox"/>	MS0802
*3 Collecting and Documentation	12-13 Apr	<input type="checkbox"/>	MS0803
*4 Exhibition Development	3-4 May	<input type="checkbox"/>	MS0804
*5 Public Programs	17-18 May	<input type="checkbox"/>	MS0805
6 Interpretation: Making Meaning in Museums	7-8 June	<input type="checkbox"/>	MS0806
7 Conservation – Photographs	28-29 Jun	<input type="checkbox"/>	MS0807
8 Conservation – Books	12-13 Jul	<input type="checkbox"/>	MS0808
9 Oral History Techniques for Museums	9-10 Aug	<input type="checkbox"/>	MS0809
10 Conservation: Textiles	30-31 Aug	<input type="checkbox"/>	MS0810
11 Conservation – Archival Framing	20-21 Sept	<input type="checkbox"/>	MS0811
12 Art Collection Management	11-12 Oct	<input type="checkbox"/>	MS0812
13 Digital and Web Applications for Museums	25-26 Oct	<input type="checkbox"/>	MS0813

* Compulsory units for Certificate students.

Proof of Concession must accompany payment

Enrolment and Workshop Selection Procedures

Certificate enrolments and individual applications for the first workshop are required by Monday 4 February, 2008. Late enrolments will be considered, as will applications for individual modules throughout the year.

CERTIFICATE STUDENTS

- Intending participants should:
 - return the Enrolment Form
 - send in a deposit cheque for \$180 made payable to **Edith Cowan University**. This is both deposit and payment for the first module.
- Full fees are required in advance and are non-refundable except in exceptional circumstances.
- Upon acceptance into the course, applicants should pay the balance of \$1,620 prior to **4 February 2008**, unless alternative payment arrangements are negotiated. The total fee for the ten module Certificate course is \$1,800.

If you wish to enrol in additional units they will cost \$180 per unit.

NON-CERTIFICATE STUDENTS

- Intending participants should return:
 - the enrolment and module selection form
 - a deposit cheque for \$200 made payable to **Edith Cowan University**. This is both deposit and payment for the first module.
- Payments for additional units **must be received 14 days prior** to the commencement of each module.
- Places in the workshops will be allocated on a first come basis with priority being given to participants enrolling in the full Certificate course.

Fees are non-refundable except in exceptional circumstances.

NB: There is a 10% discount to holders of Seniors and Health Care cards. Cards must be produced in person at the Museum Studies office, ECU Mt Lawley Campus. Please telephone (08) 9370 6888 to make an appointment.

Each course requires a minimum enrolment. The decision on viability is made seven days prior to the course commencement date. Please enrol early so you don't miss out on a place.

All enrolments are successful unless otherwise notified. Venue details will be mailed seven days prior to the course. Deposit cheques will be returned to unsuccessful applicants where the module/s may be over-subscribed.

Certificate enrolments and individual applications for the first module should be received by Monday 4 FEBRUARY 2008 to guarantee your place in the course.

Enrolment Forms, Admission, Payment and Course Content:

Museum Studies
Edith Cowan University
2 Bradford Street
MOUNT LAWLEY WA 6050
Telephone (08) 9370 6888
Fax (08) 9370 6667
E-mail s.birnbacher@ecu.edu.au
www.ecu.edu.au/pr/museum

Certificate in Museum Studies & Weekend Workshops in Museum Practice **2008**



Certificate in Museum Studies 2007 & Workshops in Museum Practice

The Museum Studies Advisory Committee has identified key professionals to present workshops in their particular areas of expertise. These workshops are offered to assist people interested in the care, conservation, management and display of heritage items. All interested persons are welcome to enrol. Normal tertiary admission requirements **DO NOT** apply to these workshops. They are designed for museum workers and volunteers, however, many individual workshops will be of interest to the wider community.

The following two-day workshops are available individually or may be studied cumulatively for the award of Certificate in Museum Studies. They will usually be held over a weekend. The compulsory workshops for the Certificate course are marked with an asterisk.

* Museums, Heritage, Culture & Society	8-9 Mar
* Preventative Conservation	29-30 Mar
* Collecting and Documentation	12-23 Apr
* Exhibition Development	3-4 May
* Public Programs	17-18 May
Interpretation: Making Meaning in Museums	7-8 June
Conservation – Photographs	28-29 June
Conservation – Books	12-13 July
Oral History Techniques for Museums	9-10 Aug
Conservation – Textiles	30-31 Aug
Conservation – Archival Framing	20-21 Sept
Art Collection Management	11-12 Oct
Digital and Web Applications for Museums	25-26 Oct

*Compulsory workshops for the Certificate course

Participants may enrol in as many individual workshops as they wish. Cost: **\$200** per workshop (inc. GST).

Participants wishing to obtain the **Certificate in Museum Studies** from Edith Cowan University must enrol in at least ten workshops including those marked with an asterisk, and complete three assignments for assessment. Certificates will be issued at either a pass, credit or distinction level.

Cost: Certificate in Museum Studies: 10 X \$180 per workshop = total \$1800 (inc. GST). (10% discount to concession holders of Seniors and Health Care cards)

Financial Assistance: If you are working in a museum, especially if you do so as a volunteer, you may need to seek financial help to enable you to undertake this course. Possible sources include local government bodies, and for volunteer museum workers, Museums Australia (WA) (08) 9427 2770.

Course Workshops

*Museums, Heritage, Culture & Society

9-8 March

Museums around the world have become a growth industry and are forging new identities for themselves, reaching new audiences, employing new technologies and meeting funding challenges with many entrepreneurial initiatives. This workshop examines the roles and functions of museums in modern society against the wider background of heritage and culture. Attention will be given to the national museum scene, the policies and organisations which shape the profession and the issues confronting both large and small museums at the present time.

Coordinator: Dr Brian Shepherd, Museum Consultant.

*Preventative Conservation

29-30 March

Central to any museum's mission is its need to care for collections. This workshop examines the agents of decay and the ways in which individuals and institutions can take practical measures to care for heritage items in their possession. Emphasis will be placed on environmental control, correct handling, issues of access, light, dust and insect control, suitable storage and packaging of material.

Coordinator: Dr Ian Godfrey, Head, Department of Materials Conservation, WA Museum.

*Collecting and Documentation

12-13 April

A workshop designed to develop skills in collections development and documentation for effective management and research. Participants will learn how to develop a collections policy, assess the significance of items, document and catalogue collections, retrieve information and use documentation for effective museum management.

Coordinator: Ms Sarah Murphy, Manager – Properties and Collections, National Trust of Australia (WA)

*Exhibition Development

3-4 May

Step by step, the stages and responsibilities of museum exhibition planning, design, production, installation, maintenance and use will be examined.

Coordinator: Ms Val Humphrey, Curator - Revolutions, Whiteman Park.

*Public Programs

17-18 May

Breathing life into the museum is a necessary ingredient for success. This workshop brings both experience and theory to bear in presenting practical strategies for the development and promotion of the public face of the museum. It will examine the various ways of building audiences and supporters whether for education or enjoyment.

Coordinator: Ms Lyn Williamson, Museum Studies, Edith Cowan University

Interpretation: Making Meaning in Museums

7-8 June

Objects and displays within a museum are a means of communication. Quite often the meanings constructed by visitors are different from those intended by curators. This workshop aims to build an understanding of the factors that affect the making of meaning in museums. It will draw on communication theory, semiotics and cultural theory to sharpen awareness of what we do when we create displays.

Coordinator: Dr Brian Shepherd, Museum Consultant.

Conservation: Photographs

28-29 June

The emphasis of this workshop will be on the ways in which museums and individuals can best ensure the longevity of collections while ensuring they can be used to best effect. Attention will be given to the identification of various types of images and to dating techniques. Effective storage and presentation of photographs will be considered as well as ways of making images available for public access and reproduction without detracting from their condition.

Coordinator: Mr Paul Malone, Preservation Services.

Conservation: Books

12-13 July

This course will include a short history of bookbinding styles, handling and storage of books. It will also include a practical session in which students will make a "solander" style book storage box.

Coordinator: Mr Doug Firth, Freelance Conservator.

Oral History Techniques for Museums

9-10 August

This course introduces students to the history, theory and practice of oral history. This practical workshop introduces participants to oral history techniques, including the use of digital recording equipment, interview structure, transcribing styles, preservation, production, and ethical and legal considerations. It includes an exploration of different applications for oral history materials from interview to audiovisual displays in contemporary museums.

Coordinators: Ms Jan McCahon, Dr Mary Anne Jebb, Oral History Association (WA)

Conservation: Textiles

30-31 August

Most museum collections contain textile items and their conservation requirements may vary from simple treatments which can be carried out in-house in small museums by voluntary staff to elaborate programs requiring specialist skills and equipment. This workshop will assist in identification of conservation needs and the planning of how it may be carried out in institutions with varying resources.

Coordinator: Ms Rinske Car-Driesens, Lecturer, School of Communication and Arts, ECU

Conservation – Archival Framing

20-21 September

This module is an introduction to the aesthetic and conservation aspects of archival picture framing. Participants will explore the materials and techniques appropriate for displaying paintings, photographs, textiles and works of art on paper. Learn to assess previously framed works and look at ways to monitor any deterioration.

Co-ordinator: Mr Greg Manzie, Director Glyde Gallery Conservation

Art Collection Management

11-12 October

This workshop will provide students with an introduction to Art Collection Management. With a hands-on approach to a working collection it will allow students to gain an understanding of the undertakings involved in the administration and cultural management of the arts. It will include a brief history of art collections and galleries, collection management concepts and practices and the role of a curator within art practice.

Coordinator: Ms Connie Petrillo, Art Curator, Edith Cowan University

Digital and Web Applications for Museums

25-26 October

This practical weekend workshop provides participants with an introduction to photographic image-taking in a museum environment. It focuses on the creation, archival storage and delivery (database or web) of images of collection items.

Coordinator: Mr Paul Malone, Preservation Services.



Advisory Committee and Consultants to Edith Cowan University

Ms Lyn Williamson	Course Coordinator, Museum Studies, Edith Cowan University
Prof Clive Barstow	Head, Education and Arts, Edith Cowan University
Prof. David Dolan	Cultural, Heritage Studies, Curtin University
Dr Ian Godfrey	Head, Department of Materials Conservation, WA Museum
Mr Stephen Anstey	Curator, WA Museum
Mrs Sally Anne Hasluck	Museum Consultant
Ms Val Humphrey	Curator - Revolutions, Whiteman Park
Ms Jane King	Executive Officer, Museums Australia (WA)
Mr Greg Manzie	Director, Glyde Gallery Conservation
Ms Sarah Murphy	Manager, Properties & Collections, National Trust of Australia (WA)
Dr Brian Shepherd	Museum Consultant
Dr John Stanton	Director, Berndt Museum of Anthropology, University of WA
Ms Clare-Frances Craig	Museum Assistance Program, WA Museum