

# MUSEUM MENTORS

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Vicky Dawson

Accreditation Technical Adviser in the South West



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ENGLAND**



# This workshop

- Overview of the mentor role and process
- The support / help that is available
- What other forms of support you'd find useful
- Developing the profile of mentoring in the SW
- Mentoring scenarios

Anything else?

# Accreditation

... is a framework for improvement and development, it is not an exam or a hoop to have to jump through



# Your relationship with your museum

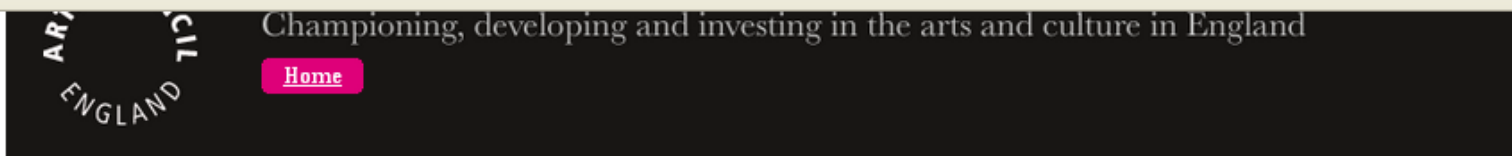
- Register with ACE – complete an expression of interest form
- Interview with museum
- Appointment by the museum's governing body
- Signed agreement
- Induction
- Planning engagement
- Mentoring
- Reporting



# What's required

- Attend at least one meeting of the governing body each year
- Receive all Board papers
- Conduct annual Accreditation review
- Submit a report to Arts Council England with the museum's triennial Accreditation return
- Provide email, face to face and phone support

ACE estimates 4 days /year contact time



# Accreditation

[Accessibility Help](#)

- Introduction
- Organisation details
- Contact details
- Basic details

## Introduction to Section one

Print form Spell check Save Exit << Back Next >>

Items marked \* must be completed  
Section one - Organisational Health

*'Accredited museums are responsible, responsive and resilient.'*

### Returning applicant

As you are a returning applicant you only need to complete the requirements of this section where there has been change at your museums last application or return.

From the list below please make sure that only those parts of this section that have changed since your last application or return are ticked to ensure you are only presented with the parts that need to be updated.

Please note as Accreditation returns are requested every three years, requirement 1.6 (demonstration of financial basis for the previous two years) is a mandatory response.

The Accreditation application guidance documentation, which details the content of each part, can be found on our website [here](#).

In order to demonstrate the museum is responsible, responsive and resilient, this section asks you to tell us about the museum's organisational health. The following requirements should be evidenced in order to gain Accreditation

- 1.1 Clear statement of purpose
- 1.2 Acceptable constitution for the governing body
- 1.3 Appropriate management arrangements
- 1.4 Effective forward planning
- 1.5 Secure occupancy of all premises containing collections
- 1.6 Demonstration of a financial

- Section 1
  - Introduction
  - Parts 1.1 & 1.2
  - Part 1.3
  - Part 1.4
  - Part 1.5
  - Part 1.6
  - Parts 1.71 - 1.74
  - Part 1.8
  - Part 1.9
  - Part 1.10

- Section 2
- Section 3
- Other attachments
- Monitoring information



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## Accreditation

[Accessibility Help](#)

Introduction

Organisation details

Contact details

Basic details

### Section 1

Introduction

Part 1.4

Part 1.6

Part 1.8

Section 2

Section 3

Other attachments

Monitoring information

Declaration

Submit the form

### Section one - Organisational Health

[Print form](#)

[Spell check](#)

[Save](#)

[Exit](#)

[<< Back](#)

[Next >>](#)

Items marked \* must be completed

#### 1.8 Access to professional advice and input to policy development and decision making

\* Please confirm whether the museum employs a museum professional or has the services of a Museum mentor by selecting the appropriate option below.

- The museum employs a museum professional
- The museum has appointed a Museum Mentor as the museum professional

#### Museum mentor present

\* Has the Museum Mentor been appointed since your previous submission?

- Yes  No

\* A copy of the Museum Mentor report is required. Please tell how you will provide this:

- Electronic attachment  Hard copy to assessing organisation

#### ***The preferred method is electronic attachment***

Please confirm that the named mentor attends at least one meeting of the governing body a year and visits the museum at least once a year by ticking the box below

# Sources of information

- ACE website: Accreditation guidance documents – [www.artscouncil.org.uk](http://www.artscouncil.org.uk)
- SW Museum Development website – [www.southwestmuseums.orgg.uk/accreditation](http://www.southwestmuseums.orgg.uk/accreditation)
- Collections Trust website – [www.collectionstrust.org.uk](http://www.collectionstrust.org.uk)
- SW Federation of Museums & Art Galleries – [www.swfed.org.uk/resources](http://www.swfed.org.uk/resources)
- Your Museum Development Officer
- SWMDP Accreditation helpline – [museum.accreditation@bristol.gov.uk](mailto:museum.accreditation@bristol.gov.uk)



# Sources of support

- SWMDP Accreditation team
- Museum Development Officer

## Anything else?

- Peer networking group
- Email group
- Training days
- Periodic meetings



# Mentoring scenarios

1. The agreement with the museum: how to broker it and keep it on track?
2. 'Oh yes, I understand. I'll get on and do that.' When you next visit, practice hasn't changed – the person concerned clearly hasn't understood.
3. 'We've tried that before', 'It won't work here!'. How to deal with a museum that's overtly reluctant to change, despite a pressing need to do so.
4. You haven't heard from your museum for some time and your contact is evasive about arranging a meeting. What to do?

# Contact

## **Vicky Dawson**

SW Accreditation Technical Adviser

[vicky.dawson79@gmail.com](mailto:vicky.dawson79@gmail.com)

## **SW Accreditation helpline**

[Museum.accreditation@bristol.gov.uk](mailto:Museum.accreditation@bristol.gov.uk)