

Guidance for colleagues working in Major Partner Museums (2015-18) who wish to become Museum Mentors

Source: Information taken from the Museum Mentor handbook.

How do I become a Museum Mentor?

Museum professionals who would like to volunteer to become a Museum Mentor should first read the Museum Mentor handbook which is published on the Arts Council's websites here: <http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/museum-mentors/>.

The definition of a 'museum professional' used by the Accreditation Scheme is having:

- *a minimum of five years' experience working professionally in museums, with recent experience at curator/manager level. At least three years should be in an area of competence relating to Accreditation – organisational health, collections, or users and their experiences*
- *a relevant or linked qualification*
- *a commitment to career-long continuing professional development (CPD). This could be through participation in formal CPD channels, such as the Museums Association's AMA and CPD+ schemes, or through logging CPD activity on a CV*

After reading the Handbook, if you are content that you meet the definition of a museum professional and would still like to become a Mentor the first step will be to have your eligibility approved by Arts Council England. You should complete the expression of interest form published on the Arts Council's website (see link above).

Once completed, the form should be emailed to accreditation@artscouncil.org.uk where it will be reviewed. We will contact you within four weeks with an outcome. The reviewer may request additional information if needed.

Once your eligibility is approved you will be provided with a list of museums seeking Mentors, and your details will be made available to those museums who are currently seeking a Museum Mentor and the Arts Council and/or the local Museum Development provider. Prospective Mentors can contact their local MDO or equivalent to discuss opportunities in their areas.

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A museum may then contact you and invite you to visit them to discuss the opportunity. The agreement to Mentor a museum is the decision of the potential Mentor, while the decision to appoint an individual as a Mentor is the responsibility of the museum.

Who will appoint me as a Museum Mentor?

Museum Mentors are appointed by the museum that the Mentor has agreed to support. Arts Council England does not appoint Mentors or assign them to independent museums.

In summary:

1. Interest in becoming a Museum Mentor
2. Review the Museum Mentor Handbook
3. Provide an expression of interest to Arts Council England
4. Receive an outcome within four weeks
5. Details of museums seeking a Mentor made available and your details passed to museums seeking a Mentor
6. Decision on whether to appoint by the museum and whether to accept an appointment by the Mentor
7. Appointment