TRAINING SEMINAR FOR MUSEUM GUIDES

SCHEDULE

TUESDAY, FEBRUARY 15

WELCOME: Elvira Growdon, Patricia Kelley

1. Introduction: Elaine Gurian, Director of the Exhibit Center

9 - 10 am Role of guides
Philosophy of museum
Organizational structure/staff size
Theme content
Population

2. Exhibit Center: Janet Kamien, Assoc. Director, Exhibit Center

10 - 11 am Tranining and Staffing: day-to-day floor
management, school groups, line item,
special education, interpreters, volunteers
junior volunteers, Kids at Kisk
Exhibit Center Programs
Special Events
Design and Production

3. Resource Center: Pat Cornu, Director of the Resource Center

11 - 12 pm History: relationship with rest of museum Components: library, courses, kits Programs with schools and other adults Contracts, funding Goals

Service to community

4. <u>Developers</u>: Dottie Merrill, Assoc. Director, Resource Center Aylette Jenness, Developer

12 - 1 pm Definition
Major and secondary program areas
Roles of the developers re: collections,
kits, teaching, special events, outreach,
publications, fund raising, consulting
Goals

WEDNESDAY, FEBRUARY 16

Finances, Support Services: Phyllis O'Connell, Assoc. Director, Children's Museum 5.

9 - 10 am Budget

Management process and structure Computer: function, services, monthly printout Benefits; personnel policy

Capital campaign

Store Weekly

6. Collections: Joan Lester, Curator of Collections

10 - 11 am

Use and development

Study storage

Michael Spock, Director of the Children's Museum

11 am

Role of the Board

Development and public relations

Fund raising Long range goals Wharf and changes

Summary: Elaine and Mike 8.

Questions

WEDNESDAY, MARCH 2

Tour and Review: Elaine Gurian

Practice Tours