

## Virginia Certificate in Museum Management

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Welcome to the Virginia Association of Museums' Certificate Program. Please use the following information as a guideline for planning the completion of your certificate. The program is designed to allow you to complete a certificate in as little as two years; you may not take any longer than five years.

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### Core Curriculum Elements

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VAM's workshops will be applicable to one of the following categories. Any non-VAM workshop that you use to fulfill a credit should also fall into one of these categories.

**I. Internal Affairs**

Administration, Human Resources, Legal Issues, Operations, Budgeting, Governance—By-Laws, Mission, Board Development, Ethics, Leadership

**II. External Affairs**

Public Relations, Development, Membership, Grantwriting, Marketing, Advocacy

**III. Exhibitions**

Curation, Installation, Evaluation, Labels, Gallery Guides, Object Mounting, Furnishing Plans for Historic Houses

**IV. Collections Management**

Accessioning, Deaccessioning, Loans, Inventory, Storage, Conservation, Preservation, Archives

**V. Education/ Outreach**

Public Programming, Special Events, Standards of Learning, Volunteers, Docent Training, Customer Service, Visitor Studies, Educational Theory

### Technology Training

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Technology classes that focus on software or other technological resources can be used to fulfill one relevant credit (i.e. *Pastperfect Collections Management Software Training*). Classes dealing with using technology as a tool to accomplish tasks (i.e. *Using Podcasts in Your Exhibition*) are not subject to this limit.

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## Fulfillment Requirements of Certificate Program

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- Candidate must complete two workshops in each core curriculum element. The two workshops cannot cover the same topic. For instance, to fulfill your collections management element, you can take one conservation workshop and one workshop on loans, but not two different workshops on conservation.
  - In addition to VAM full day workshops, the following will also count as one complete workshop:
    - A VAM Annual Conference track of sessions
    - One workshop in the Virginia Commonwealth University Nonprofit Learning Point program, the Tidewater Community College Academy for Nonprofit Excellence program, or the Rappahannock Community College Workforce Development program
    - Two workshops in the Radford University Nonprofit Development Program
    - One day workshops offered by non-partner organizations (these require special approval by the Review Committee)
- Candidate must provide proof of attendance at one larger, multi-day program during the course of the certificate: an annual conference of VAM, SEMC, AAM, AASLH, or other related organization, or VAM's Fundamentals Forum
- Candidate must complete a final project. This project could take the following forms, and should be designed specifically for this certificate requirement, not as a part of your daily job:
  - A conference presentation or panel
  - A newsmagazine article
  - A final paper
  - A website
  - Another project suggested by the candidate and approved by VAM

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## Contact

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The Virginia Association of Museums is the sponsor of this program. If you have questions about your participation at any time during the program, please do not hesitate to contact:

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