

MUSEUM STUDIES DEPARTMENT

COURSE SYLLABUS

GALLERY MANAGEMENT

INSTRUCTOR: MR. MALONE

PERIOD: 9

SCHOOL YEAR: FALL 2018 / SPRING 2019

CREDITS: 1

GALLERY MANAGEMENT

COURSE DESCRIPTION

This is a course designed to prepare the student with the necessary skills to manage an arts organization and examine the nature and structure of arts organizations and the knowledge and skills required to be an effective manager. There will be visits to local museums, a survey of relevant Web sites, and guest lectures by museum professionals specializing in coordinating curatorial affairs. Through a working knowledge of arts management, the student shall become knowledgeable in the importance of an arts manager in professional and educational arts venues.

COURSE OBJECTIVES

- Have an understanding of how museums staff communicates and interacts with their audiences through management means
- Discuss critically, in written and verbal form, current issues and applications of management in museums
- Create a project proposal or exhibit opening for a museum
- encourage students to develop self-directed learning strategies that translates to skills developing their professional, academic and personal knowledge
- assess the impact of wider political agendas and current museum thinking on museums;
- understand how museums and heritage sites can communicate with visitors - from culturally, socially and linguistically diverse communities and across different cultures - through exhibitions and public programs
- recognize the importance of visitor services and evaluation in the development of exhibitions and other services;
- understand the various roles museums play and the impact they have on peoples' lives. serve as preliminary formal training toward becoming an Arts manager in the future.

COURSE OUTLINE

I. What is Gallery/Arts Management?

- A. Overview: What is gallery management, who does it, how and why?
- B. The role of museums in the 21st century
- C. What is the value of museums?
- D. Who are museums for?
- E. Evidence of the value and power of museums

II. Educational and social role

- A.

- B. Different audiences
 - C. Exhibition development stages
 - D. Community Engagement
- II. Speaking
- A.
 - B. Coordination
 - C. Sustaining the audience
 - D.
- II. Different types of gallery management
- A.
 - B. Understanding wide range of arts and cultural organizations
 - C. Creating and allowing artistic spaces
 - D. Professionalism
 - E. planning and organizing the logistics related to events, exhibitions, buildings and personnel;
 - F. arranging performances, artists, venues, security, catering and ticket sales;
 - G. undertaking administrative, marketing and office management duties.

POLICIES AND PROCEDURES

GENERAL RULES

1. Attendance is required. Any absences must be supported by a note from the student's parent or guardian. Punctuality is a critical characteristic of a good manager. Being late for anything undermines effective management at the most fundamental level. Train yourself to be on time and prepared.
2. Arriving on time for class is mandatory.
3. Students must take all tests and quizzes.
4. Students must complete all assignments on time. Failure to do so will result in loss of points.
5. Students must keep a notebook.
6. Students may use mobile phones for educational purposes only.
7. Students are not permitted to sleep or have headphones in/on ears during class time.
8. Dressing for success is a crucial part of being a professional.

GRADING POLICY

(Grade percentage per quarter)

Participation	10%
<ul style="list-style-type: none"> • Listening • Speaking • Effort 	
Practice and Application	50%
<ul style="list-style-type: none"> • Classwork/Homework • Writing assignments • Projects 	

- Fieldtrips

Assessments

40%

- Quizzes
- Unit Tests
- Presentations

CONTACT INFORMATION

- kcmalone25@gmail.com
- Aspen

Parent /Guardian Signature

Date

Student Signature

Date