

If you have a museum you have a facility that needs to be taken care of the same as your collections do. Your museum needs regular maintenance and attention, just like your house, in order for it to continue to do its job housing your collections and welcoming visitors.

The learning objectives for this course include:

1. Knowledge and understanding of the care and maintenance of the museum facility.
2. Knowledge of the research and documentation of the museum structure.
3. Identify the building systems integral to the safe and comfortable operation of the museum structure.
4. Understand the basics of museum development in relation to the museum's mission and goals.
5. Overview knowledge of the areas of responsibility and activities involved in managing a facility.
6. Critical thinking skills in assessing the museum's physical accessibility and planning for future change.

Who Should Attend: All museum staff, volunteers, and board members who are interested in maintaining and preserving their museum facility would benefit.

Date, Location and Time: June 23 & 24, 2017, [Commonwealth Air Training Plan Museum](#) (Brandon), from 9:30 a.m. to 5 p.m. both days.

Instructors: Heather Beerling, Collections Specialist
Jaret Olford, Red Door Property Management (formerly Museum Services Manager, Manitoba Children's Museum)

Fee: **Members**, \$180 for the first registration, \$150 for a second registration from the same institution for the same course. *(Please advise if there will be more than one registration, otherwise discount will not be applied.)*
Non-members, \$220 each.
Fees include all course materials and lunch. Space is allocated on a first come, first served basis with a limit of 20 participants.

Notice of cancellation must be received 7 days prior to the event start date for a refund. Cancellations up to 72 hours before the event will be subject to a \$30 administration fee. No-shows are subject to the full fee.

Registration Deadline: June 15, 2017

PLEASE NOTE: *This course will be cancelled if fewer than 10 people have registered and paid for the course by the registration deadline!*

Travel Assistance: The Canadian Museums Association offers travel grants to AMM members attending courses. Submit your application to the CMA **four weeks before the course**. Click [HERE](#) for info on bursary programs. Click [HERE](#) to visit their website and to apply for a bursary (listed under "Services" on their toolbar).

**The Museum Facility
Commonwealth Air Training Plan Museum, Brandon
June 23 & 24, 2017**

Name _____ Museum / Affiliation _____

Home Address: _____ no. street city/town postal code Phone _____

Fax _____ E-mail _____ Dietary Needs _____

Please make cheques payable to the Association of Manitoba Museums and mail it and the above form to:
Association of Manitoba Museums, 1040 – 555 Main Street, Winnipeg MB R3B 1C3
Phone: 204-947-1782 Fax: 204-942-3749 Toll Free: 1-866-747-9323
E-mail: training@museumsmanitoba.com Web: www.museumsmanitoba.com

The Association of Manitoba Museums gratefully acknowledges the support of the Museums Assistance Program, Department of Canadian Heritage, and the Historic Resources Branch, Manitoba Sport, Culture and, Heritage.