

Museum Management Certificate Program

RCMuseums.in



Course Outline:

- What is a museum?
- What purpose does a museum serve?
- Job opportunities in a museum.
- Organization of a museum.
- The Curator's job.
- Museum related terminology
- Visits to at least 4 local/state/national museums. Presentation of study reports (4).
- How museums are founded?
- Raising money for setting up and running a museum.
- Day to Day problems faced by a museum and solutions.
- An in depth study of the RC Museum. Presentation Project#1
- Practical experience in running a museum. Getting involved in:
 - Management issues
 - Fund raising
 - Acquisition of Exhibits
 - Presenting the exhibits
 - Advertising & Public Relations
 - Sales promotion
 - Greeting the visitors
 - Acting as a Tour Guide
 - Basic Accounting and Cash management
 - Security issues
 - Staffing issues etc
- Various aspects of exhibition management (2)
- Visit to (2) major exhibitions and presentation of study reports



- **Exposure to using Computers & Audio visual equipment to carry out day to day work, presentations, website management etc. This includes hands on training in Word, Excel, Powerpoint etc.**
- **Written Test**
- **Viva Voce**
- **Final Project work**

Course Fee:

Rs.10,000 payable in two equal installments. Students will have to pay for Travel, Boarding & Lodging while attending the contact classes, work experience training, Viva Voce etc provided at our Thrissur facility. The Various museum and exhibition visits are also at the students own expense.

Duration:

The entire course can be completed within 3 months. You can start any date.

Course materials:

We provide a Museum management text book, Printed Notes, Written Tests, Email & Telephonic contact, Printed Certificate upon graduation etc.

Application Process:

1. Pl send us your Resume along with a cover letter stating why you wish to enroll for this program? Email it to Richard_Menon@Hotmail.com

Telephone # 9746335285

2. Once you get our reply accepting your Application and giving you a start date, please send us a certified check or bank draft for Rs.5,000 made out to

Radhakrishnan Menon, Aero-Sports, which is 50% of the fees in advance. The balance 50% is payable at the time of joining for your practical training.

3. As soon as we receive your first payment, we will mail you the lessons one by one.

Institutional Member:



American Association of Museums

www.aam-us.org



National Association for Museum Exhibition

www.n-a-m-e.org