

Staff Training Policy



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General	October 20, 2020	153-2020	1	4
Subsection	Repeals By-Law Number		Policy Number	
Staff Training	N/A		MU-01-06	

Objectives

1. The objectives of the staff training program are:
 - a. To have a fully trained staff that is able to implement sound museological practices at the Lake of the Woods Museum and sound gallery practices at the Douglas Family Art Centre.
 - b. To maintain a level of professionalism by ensuring continuing education training is available and accessible to all staff and board members.
 - c. To provide orientation for The Muse Board members, volunteers and all staff.
 - d. To help staff keep abreast of new developments in the museum and art gallery fields and to provide an opportunity for interchange of information with museum and art gallery colleagues through the attendance of conferences, seminars and meetings.

Off-Site Training and Memberships

2. Off-site staff training will be restricted to the winter months whenever possible.
3. The Muse staff, volunteers, and board members will be encouraged to attend conferences, seminars, and workshops where training needs will be met, depending on fiscal and physical access and availability.
4. The Muse will encourage each staff member to attend at least one training or professional development seminar per year.

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5. Individuals attending such training sessions on behalf of The Muse shall submit a written report to The Muse Board. These reports will be presented and discussed at a Board meeting. Newly acquired knowledge should be considered and implemented where possible.
6. Staff should be members of appropriate professional associations and attend annual conferences when possible.
7. The Director or an appointed staff member will attend all regional museum and art gallery network /association meetings if possible.

In-House Training

8. When a new member joins the Board or staff they will be provided with a Board/Staff Orientation Manual which provides information about the following:
 - general museum/art centre management, governance, and operations
 - policies and planning documents
 - the role of the Board member
 - Canadian Museums Association (CMA) Code of Ethics for Museum Board and staff members

The Director will be available to answer questions arising from the Board/Staff Orientation Manual and will conduct a behind-the-scenes tour for those interested.

The same orientation program will be implemented for volunteers, but not necessarily as in depth. Instead, more emphasis is to be placed on their individual areas of interest. This will not preclude further training as the volunteer becomes more familiar with The Muse's operations and procedures.

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9. Additional orientation training will be provided to new staff by The Muse Director and will include:
 - Specific job training as per job description;
 - General Museum and Art Centre operations training;
 - Health and Safety orientation, training, tour, and testing.
10. First aid training will be provided for all staff through the City of Kenora training program. The Muse staff must keep their first aid training current.
11. In-house training for staff and Board members shall consist of:
 - a. Audio Visual Programs Funds must be budgeted to cover the rental fees and shipping costs. Scheduling is dependent on the availability of programs.
 - b. Reference Material Funds are to be budgeted for the purchase of reference materials to add to the existing reference library. When receipt of technical or professional publications requires membership in an organization, those membership fees will be paid by The Muse.
 - c. Visiting Specialists
Every effort will be made to utilize the services of the Ministry of Tourism, Culture, and Sport, the Ontario Museum Association, the Association of Archivists of Ontario, the Ontario Association of Art Galleries, Association of Art Museum Curators or other museums or professional associations to provide consulting services and professionals to conduct seminars in the Kenora district for staff, board and volunteers.

Finances

12. The Muse will budget between 1.5% - 2% of its operating budget for the development, delivery and assessment of any in-house training programs, staff training opportunities, professional memberships, and the purchase and maintenance of a collection of current reference material. Efforts must be made to obtain funding through granting agencies to subsidize travel and accommodation costs.

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Review

13. The Staff Training Policy shall be presented by the Director to The Muse Board for review at a minimum of every three years.