

# MU SEA UM

AUSTRALIAN NATIONAL  
MARITIME MUSEUM

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## Maritime Museum Administrators' Course

An invitation to apply



Lauretta Davies, 2015/16 MMAPSS participant and Museum Curator at the Bunbury Museum and Heritage Centre (WA)

# Introduction

A shared connection with our seas and waterways is an essential part of our national story. As an island continent, our unique identity is reflected in the wealth of vessels, artefacts and stories that make up Australia's maritime heritage. This legacy extends far beyond large collections and institutions and is sustained by an extensive network of museums, organisations and community projects across Australia - including in regional and remote areas - and the dedicated people who drive and support them. It is through the vital efforts of this network that our national maritime heritage is shaped and preserved for future generations.

**Daryl Karp AM**  
*Director and CEO of the Australian National Maritime Museum*

The Maritime Museums of Australia Project Support Scheme (MMAPSS) is a partnership between the Australian National Maritime Museum (ANMM) and the Department of Infrastructure, Transport, Regional Development, Communications and the Arts. This annual outreach program provides grants and training to staff and volunteers at non-profit organisations that care for Australia's maritime heritage. Since 1995, the scheme has given over \$2,000,000 in support of over 500 projects to organisations across Australia. The aim of this week-long training course is to share knowledge, develop museological skills, make connections and build a sense of community amongst the maritime museums and heritage organisations of Australia. This booklet outlines an example of the day-to-day information you would need if you attended the MMAPSS training course, including transport, accommodation, food, clothing and importantly the program schedule. Please note that this is an example of a program created for the 2022 course and adjustments to the schedule will be made to the next program to ensure it is of the most relevance to the attendees and based on the availability of the museum staff and resources.

**We look forward receiving your application to attend this educational experience at the Australian National Maritime Museum.**

# How to Apply

Eligible applicants are required to complete an application form to be eligible for funding.

The MMAPSS Team uses the Smartygrants grants management system for all applications.

Visit [www.sea.museum/grants](http://www.sea.museum/grants) to read more about the experience of previous participants as well as to access the Guidelines and link to the application form.

'I had a wonderful time and would highly recommend the program to future participants'.

*A participant from the 2022 course*



*In the museum's Deep Time gallery learning from the Manager Indigenous Programs, about the gallery as well as meaningful and respectful engagement with Indigenous communities.*

*Image Megan Baehnisch/ANMM*



# Practical Information

## When? Course Dates

The course is likely to be scheduled in November 2023 (from a Sunday to a Friday).

The dates chosen and the schedule created will take into account the museum's resources and availability to accommodate the participants.

## Funding

The museum is pleased to be able to provide funding to MMAPSS delegates to participate in this unique opportunity. Awards of up to \$3,000 each are available. Each applicant's needs will be assessed by the Selection Committee and an amount awarded in a letter of offer. You are encouraged to make sure that your organisation is able to contribute some costs to support this travel. The Award will not be paid to you before the course.

Program funding helps to cover the cost of transport, accommodation and some meals (see below for more details). The

funding awarded to you may be used to pay for your accommodation and travel to Sydney (if required). Attendees liaise with the MMAPSS Coordinator to arrange travel and accommodation bookings and to confirm any available balance of the funding awarded for use towards other expenses such as food, transport and incidentals during the week.

The museum will reimburse your spending after the program. To receive this reimbursement, you will need to submit an online acquittal form, itemising your spending. During the program, please keep copies (or photos) of all of your receipts to submit with your acquittal.

We understand that reimbursement of spending after the program may not be practical for everyone. If this is the case for you, the museum can arrange to transfer the daily expenses funding to you before the commencement of the program. You can discuss this with the MMAPSS Coordinator.

## Expenses

During the program, you will need to cover the cost of some meals (see below) and any additional activities or shopping you would like to do, outside of the program schedule. We recommend that you budget approximately \$45 per day (\$10 for drinks, \$20 for food, \$15 for additional activities/shopping).

## For MMAPSS participants from outside of Sydney

### Accommodation

Reservations will be made for you at a hotel close to the museum by the MMAPSS Coordinator.

### Transport

You will need to organise your own transport to the accommodation. For public transport options go to [transportnsw.info/](https://transport.nsw.gov.au)

Alternatively, Pyrmont is a 35–40 minute taxi or uber ride from the airport.

Throughout the program you will participate in seminars and workshops at the museum (2 Murray Street) and Wharf 7 (58 Pirrama Road). These two buildings will be a short distance from your accommodation.

## Parking

Parking is available at the Harbourside Wilson Parking station, located underneath the Novotel Hotel (entrance from 100 Murray Street, Pyrmont). The cost is \$15 per 24-hour period. If you park at Harbourside you will need to move your vehicle in and out each day. You will also need to validate your parking ticket each day at the museum front desk or at the Wharf 7 reception.

There may be a limited number of free parking spaces available onsite in the museum carpark. However, please note that your vehicle may be double parked (limiting your ability to access and use your vehicle). Please discuss any parking arrangements with the MMAPSS Coordinator

## Meals

### Breakfast

Depending on the Hotel that is booked for your stay, breakfast may be available at the hotel, but may not be included with your hotel reservation. If you wish to eat breakfast at the hotel, this will likely be at your own expense. There may be a bar fridge and tea/coffee facilities in your hotel rooms. If you would like to eat a simple breakfast in your room, we recommend that you bring your own bowl, plate and cutlery. There are supermarkets nearby where you can buy groceries. There are also cafes in the area.

### Lunch

Lunch will be provided on some days. On days when lunch is not provided, you will be given time to buy lunch or eat food that you have brought along.

### Morning tea

Morning tea will be provided on some days. On days when morning tea is not provided, you will be given time to buy your own tea/coffee and snacks.

### Afternoon tea

Afternoon tea will not be provided. However, there will be time each afternoon for a short break if you need a snack.

### Dinner

A group dinner may be provided on one day. This will likely be a casual event at a local pub. You will need to make your own arrangements for dinner on other nights.

## What to bring

### Clothing

During this course, you will participate in a range of activities, including lectures, workshops, tours, voyages on the vessels, social events and walks. We recommend comfortable, practical clothing. See list below for suggestions:

- Jeans or shorts and t-shirts
- Closed toe shoes e.g. sneakers, waterproof shoes
- Raincoat or spray jacket
- Umbrella
- Hat, sunscreen and sunglasses
- Waterproof shoes

We recommend that you bring enough clean clothes for the entire week. However, if you require laundry services, the accommodation may offer paid dry cleaning and laundry services. There is also a laundromat, Harbourside Laundry at 1/5 Harwood Street, Pyrmont (open 9am-6pm Monday-Saturday). This is a 2-minute walk from the Museum.

### Stationery and equipment

- Pens
- Notepad
- Laptop / tablet (please note you may not have access to a power outlet in every space at the museum)
- USB for resources
- Water bottle

### Participants

There will be a group of participants in the MMAPSS course. Participants are staff and volunteers from museums and heritage institutions around Australia.

## Communication before, during and after the program

Before and after the program, communication will be via phone or email. During the program, participants will be invited to join a WhatsApp group. MMAPSS organisers will use this group to provide important updates on scheduling. MMAPSS participants are encouraged to use this group to organise day-to-day logistics, such as meals, walking to the museum each morning etc.

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The aim of this week-long training course is to share knowledge, develop museological skills, make connections and build a sense of community...

'I left on Friday feeling better informed, better connected but most importantly excited about the things I could take back to my museum.'

*A participant from the 2022 course*





From left to right: 2017/18 MMAPSS participants: Rachel Chesmer (Friends of Tasman Island Wildcare Inc Member and Volunteer), Natasha Arnold (Norfolk Island Museum and Norfolk Island Regional Council Museum and Research Officer) and Sue Frost (ANMM Senior Conservator)

### Illness and Covid-19 during the program

If you become ill during the program, the museum can help you phone for a medical appointment and we can help you to organise transport to the doctors. In extreme circumstances we can phone for an ambulance or take you to the hospital. If you are unwell for an extended period of time, the museum will work with you to arrange your travel home and to make alternative arrangements in relation to the MMAPSS course.

The museum follows all NSW Health guidelines in relation to Covid-19. For more information on these guidelines, follow this link: [nsw.gov.au/covid-19](https://nsw.gov.au/covid-19)

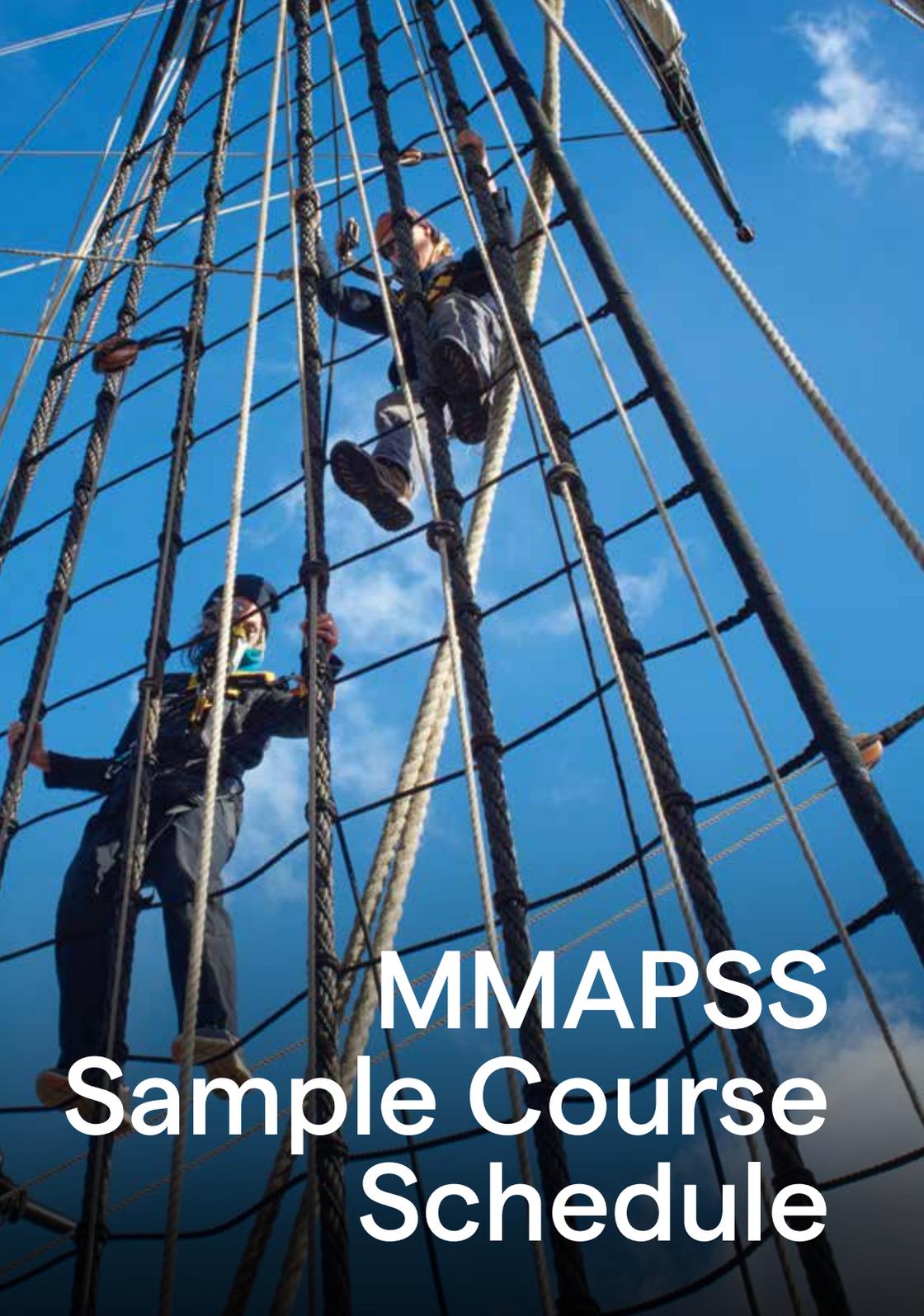
Masks and hand sanitiser will be available for participants to use. We encourage participants to always practice social distancing and proper hygiene.

You will be spending some time on boats during this program. If you suffer from motion sickness, please bring your own medication.

### Adding MMAPSS to your resume and appropriate acknowledgement of the funding.

The museum will recommend some appropriate text you could include in the Professional Experience section of your resume. It will include an appropriate acknowledgement of the funding:

*The Maritime Museums of Australia Project Support Scheme (MMAPSS) is funded by the Australian Government through the Australian National Maritime Museum and the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.*



# MMAPSS Sample Course Schedule

The following schedule is an example of what the course might contain each day. The actual content and schedule will be provided to successful applicants before the course commences. Throughout the week, course attendees will participate in a range of seminars, workshops and on-water experiences.

Each day of the program will be organised thematically to help participants consolidate their knowledge on a particular area of maritime museum operations.

## Day 1, Sunday, November

### Theme: Welcome aboard!

Welcome to the Australian National Maritime Museum (ANMM). This day will be an opportunity for you to meet the MMAPSS crew and some of the museum staff who you will be working with during the week.

#### 9:00am – 5:00pm

MMAPSS delegates arrive in Sydney and check-in to accommodation.

We encourage you to explore the museum during the day. For free entry, tell the staff at front-of-house that you are here for MMAPSS.

**Museum opening hours: 10am – 4pm**

Last boarding of the vessels at 3pm

#### 5:00pm – 6:30pm

##### Welcome drinks

Please join us for a casual meet-and-greet. There will be some drinks and nibbles and an introduction from a Museum senior member of staff.

## Day 2, Monday, November

### Theme: Community and connection

Learn to engage meaningfully and respectfully with Aboriginal communities. Explore the global community of maritime museums. Develop strategies to build relationships with the wider community and create your own MMAPSS networks.

8:30am – 9:30am

#### Registration and morning briefing

On your first day, the museum's Education team will meet you at the front doors of the museum.

- Site induction
- Distribution of security passes and schedules
- Overview of the week

9:30am – 10:30am

#### Acknowledgement of Country and museum tour

Discover the museum's diverse collection and hidden treasures. Unpack some of the challenges and opportunities faced by the museum (and common to all museums). Along the way, you might hear some useful tips to help you to develop your own skills and practices.

10:30am – 12:00pm

#### Participant presentations

Welcome from Senior Museum Staff.

This session will be an opportunity for you to hear from your fellow MMAPSS participants about their museums, roles, current projects, priorities and challenges.

Morning tea provided. All museum staff invited.

12:00pm – 12:30pm

#### Lunch

12:30pm – 1:00pm

#### Pillar presentation: Indigenous Programs

Stories of Aboriginal and Torres Strait Island Sea Country are integral to telling Australia's national story. Proactive community engagement and designing programs which reflect how community choose to represent themselves on the national stage, are fundamental to museums. Focusing on examples from Shaped by the Sea, this presentation will highlight two separate community engagement projects and how these embody the museum's Indigenous programs.

1:00pm – 2:30pm

#### Indigenous cultures and protocols in maritime museums

How, where, and when to acknowledge Country is different across many communities around Australia. Consultation is more than just asking – it is a process of co-design and co-curating with appropriate Indigenous community representatives. This presentation explores examples of exhibitions and successful community engagement programs which offer templates for building new audiences, and ethical collaboration with local Indigenous community members.

2:30pm – 3:00pm

#### Afternoon tea (not provided)

3:00pm – 4:00pm

#### A deep dive into the world of maritime heritage

As a subset of the museums and galleries community, where do maritime museums fit? As curators of maritime knowledge how do we encourage our visitors to both care for the fate of our oceans, and engage with individuals whose lives have been shaped by its vastness?

4:00pm – 5:00pm

**Strategy, membership, supporter development and external engagement**

How does a national museum nurture its communities to develop a web of support that enhances its core mission, and its collecting and interpretive programming?

This session will explore the museum's philanthropic arm, the Foundation, and the various ways we connect and develop support including its Members and Chair circle programs, the National Monument to Migration, Australian Sailing Hall of Fame, and the Australian Register of Historic Vessels.



## Day 3, Tuesday, November

### Theme: Sea-ing history

See, smell, hear and feel history as you sail around Sydney Harbour on *Duyfken* (a replica of a 17th Century Dutch tall ship). Learn about interpretation of historic vessels, as well as strategies to fund your institutions and projects.

8:45am – 9:00am

#### Morning briefing

MMAPSS  
Coordinator

9:00am – 11:30am

#### Duyfken Heritage Sailing Program

As a replica of the first European ship to reach Australia in 1606, our expert crew will provide you with short commentaries about *Duyfken's* unique history. During the voyage around Sydney Harbour, you will learn about all aspects of maritime museum operations, from interpretation to visitor services, caring for historic vessels, volunteers and more!

Please bring a sunhat, raincoat, closed toe shoes, water bottle and sunscreen.

Snack provided on board

11:30am – 12:00pm

#### Pillar presentation: Vessels and Voyaging

Where do you go for information about historic vessels and the people who sailed aboard them? This session goes deeper than Google to consider records and publications you can access, including the historical context of their creation, known gaps and problems and plenty of handy tips.

12:00pm – 12:30pm

#### Lunch

12:30pm – 1:30pm

#### Vessels and Fleet

The museum's Fleet team consists of shipwrights, riggers, masters, engineers and shipkeepers. During this session, you will hear about all aspects of operating and maintaining the museum's collection of historic and contemporary vessels. Listen to tales of 'tall shippers' climbing the rig to unfurl the sails. Find out about Vessel Management Plans and much more.

1:30pm – 3:30pm

#### Grants from application to acquittal: getting the structures and skills for grant management success

Applying for grants can be hard work. But the application process is only a small part of managing grants. Ensuring that your museum is grant ready, finding the right program, delivering and successfully acquitting are also critical for grant management success.

During this practical workshop, measure and improve your grant-project readiness. Write a grant pitch. Answer the most common grant questions and discuss strategies to avoid common grant pitfalls. This workshop aims to set your museum up for grant success in coming years.

## Day 3, Tuesday, November

Take a tour through the collection storage and processing areas as you learn about collection management and registration of maritime collections.

Image Megan Baehnisch/ANMM

4:00pm – 5:00pm

### **Boats, their stories and where they can take you.**

Hear stories of special boats to illustrate what they can tell us, and the opportunities they can provide, drawing on this Honorary Research Associate's experience as a sailor, designer and curator.

5:30pm – 7:00pm

### **Optional activity:**

**An optional visit for a cultural experience in Sydney will be offered. In 2022 this was a visit to Anzac Memorial**

The Anzac Memorial opened in 1934. It was extended with centenary of the Great War funding in 2018. On this behind-the-scenes tour, you will hear a curatorial perspective on the successes and pitfalls of the new permanent gallery, explore parts of the 1934 building that are not open to the public, and view collection storage and library.



## Day 4, Wednesday, November

### Theme: Objects and Collections

Follow the journey of an object from entering the museum, through registration, conservation and ultimately display.

8:45am – 9:00am

#### Morning briefing

MMAPSS  
Coordinator

9:00am – 11:30am

#### Collection management and registration of maritime collections

Registrars support the physical, intellectual and digital access to museum collections. Take a tour with the Managing Registrar, through the collection storage and processing areas of Wharf 7; and learn more about effectively managing and cataloguing your maritime collections.

11:30am – 12:00pm

#### Pillar presentation: Maritime archaeology

The role of the museum's Maritime Archaeology Program is to provide expert advice, staffing and equipment in the areas of maritime archaeology, underwater cultural heritage, and archaeological site interpretation within Australia and overseas.

The Program's current focus includes shipwrecks in Sydney Harbour and shipwrecks associated with early European immigration to Australia, such as those in waters off Robe and Victor Harbor in South Australia. The Program is also currently investigating shipwrecks associated with Australian exploration, military expansion, and defence, such as *Lord Sandwich* (ex-HMB *Endeavour*) in the United States and HMAS *AE1* in Papua New Guinea.

12:00pm – 12:30pm

#### Lunch

12:30pm – 2:30pm

#### Conservation of maritime objects

Conservation of cultural material aims to reduce damage and loss of cultural heritage. Conservators are trained and skilled in theoretical and practical aspects of material science, technology and manufacturing processes, and the chemical reactions that materials undergo when exposed to various conditions and environments.

This session introduces the roles and responsibilities of the conservator in the maritime museum context and the principles that guide our decision making. Focussing on the agents of material deterioration, the conservation team will describe how they minimise change to the museum's collection and protect its historical objects for future use.

2:30pm – 5:30pm

#### Exhibitions and Curatorial

Learn about museum's travelling exhibitions from, our Manager of Touring Programs. Then our Creative Producer will explain our exhibition development process and facilitate a fun and practical workshop on creating exhibitions with the Design Manager and Head of Exhibitions and Collections.

## Day 5, Thursday, November

### Theme: Making waves with your programs

Develop programs which make a splash (onsite and online).  
Learn strategies to promote and share your programs.

8:45am – 9:00am	
<b>Morning briefing</b>	MMAPSS Coordinator
9:00am – 9:30am	
<p><b>Pillar presentation: Ocean Science</b></p> <p>The museum's Ocean Science and Sustainability Program covers environmental history, and the positive and negative impacts of human interaction with the sea. Our current focus is supporting the delivery of a ten-year program associated with the UN Decade of Ocean Science for Sustainable Development. Currently in development are a travelling exhibition on oyster reef rehabilitation, workshops, events and continued research into the Valerie Taylor Photographic Collection.</p>	
9:30am – 10:30am	
<p><b>Education and learning at the Maritime Museum</b></p> <p>Contemporary education goes well beyond the classroom. At the museum, we offer a wide range of specially designed onsite and online education programs that bring learning to life! Meet the education team and hear about our ocean science programs, online games, teacher resources, virtual excursions and more.</p>	
10:30am – 11:00am	
<b>Morning tea</b>	

11:00am – 1:00pm	
<p><b>Digital for maritime museums</b></p> <p>The Digital Engagement and Insight team designs and builds innovative and immersive ways to share stories that put the user at the heart of the experiences, both online and onsite. Existing and emerging technologies are used in creative and unique ways to achieve this.</p> <p>This session will go behind the scenes in the Digital team to showcase some of the projects that have been created, including the globally successful <i>Deep Dive web experience</i>. This experience explores 20 years of Maritime Archaeology work from the museum. Upcoming digital experiences, such as the First Nations digital web experience, will also be discussed in this session.</p>	
1:00pm – 1:30pm	
<p><b>Lunch</b></p> <p>On Friday afternoon, you will have the opportunity to have a one-on-one discussion with a museum employee of your choice. During lunch, please nominate which department or individual you would like to meet with on Friday.</p>	
1:30pm – 2:00pm	
<p><b>Pillar presentation: Immigration and culture</b></p> <p>Like the sea and waters have shaped Australia's lands and Indigenous peoples, so has immigration shaped Australia's modern culture, history and society. Hear from the museum's Curator of Post-war Immigrations he explains how the museum has presented this topic in the past, as well as current research initiatives and projects.</p>	

## Day 5, Thursday, November

2:00pm – 3:00pm

### Marketing and Brand

The Head of Brand and Marketing at the Australian National Maritime Museum will take you through the museum's approach to promoting major exhibitions, onsite events, Sydney Harbour sail programs, tourism products, market research and other commercial initiatives.

The session will be interactive, so please bring your questions to the table.

3:00pm – 5:30pm

### Public programs and audience development in maritime museums

Education, entertainment, a social space, a special event, an opportunity to spark wonder and curiosity, an activation, a collaboration, a space for communication and interpretation, a place for play, live conversations and experimentation...public programs are many things to many people. Regardless of how they are valued, public programs should always be engaging, creative, and help in developing audiences.

In this session, you will explore how the museum's audience shapes our programming. Discover approaches for engaging new visitors and removing barriers to participation. Workshop ideas around what might make a successful audience development driven public program for your museum context.

6:00pm – 8:00pm

### MMAPSS Program Dinner

#### Guest speaker



*In the conservation lab, the MMAPSS participants learnt about conserving objects made from a variety of materials.*

*Image Megan Baehnisch/ANMM*

## Day 6, Friday, November

### Theme: Museum musings

Consider your museum's purpose, collections and priorities; and reflect on your experiences during MMAPSS.

8:30am – 9:00am

#### Optional activity: Seabin lab tour

Creating awareness on plastic pollution in Sydney Harbour is paramount for initiating the change needed to clean up our waterways. Here at the Seabin Foundation Ocean Health Lab we are dedicated to obtaining data from the 30 Seabins around the harbour and we are committed to providing this information to the public, through daily educational tours. Come meet the two lab scientists and see how we collect this data.

9:00am – 10:00am

#### Collection Development Policies for maritime museums

Why do we collect objects, and how should we go about it? This session considers the process of creating a collection development policy, which often goes to the heart of why a museum exists. Drawing upon a range of guidelines, as well as real-world examples from local and national museums, this session focuses on the pragmatic aspects of sensibly, sensitively and sustainably building your collection for the future.

10:00am – 2:00pm

#### Heritage Harbour Tour with Sydney Heritage Fleet (SHF)

SHF's history on Sydney Harbour stretches back to 1965. SHF is a living maritime museum - keeping alive the vessels, skills and social traditions of our maritime heritage. The collection is made up of an internationally recognised fleet of ten operating historic vessels, extensive small craft, maritime research and archive material centred on Sydney Harbour.

Today's heritage harbour tour on one of the SHF's historic vessels will include a visit to the SHF's restoration and maintenance shipyard in Rozelle Bay, as well as a visit to Cockatoo Island and its former dockyard. The last dockyard CEO, will lead a walking tour while sharing fascinating stories from the long colonial history of the Island.

- 10:00am – 10:30am Museum to SHF Shipyard, Rozelle
- 10:30am – 11:30am Tour of SHF Shipyard including inspection of vessels
- 11:30am – 12:00pm Rozelle to Cockatoo Island
- 12:00pm – 1:30pm Cockatoo Island walking tour and lunch
- 1:30pm – 14:00pm Cockatoo Island to museum



Meet the education team and hear about our ocean science programs, online games, teacher resources, virtual excursions and other education programs that bring learning to life.

Image Megan Baehnisch/ANMM

## Day 6, Friday, November

2:00pm – 3:00pm

### Concluding workshop

After a busy week, it is time to reflect on your experiences, discuss your learning, share feedback, and swap contact details.

### Filming

Participants will be filmed speaking about their home organisations and their experiences during MMAPSS (including what they have learnt/enjoyed, how they will apply their experiences at home, etc.)

3:00pm – 4:00pm

### One-on-one chat with a museum staff member

This session is an opportunity for you to chat, ask for advice, brainstorm and troubleshoot problems with a museum staff member of your choice. Discuss the projects, challenges and priorities you are working on at your home institution.

4:00pm – 5:00pm

### Optional: Applying your experiences

During this optional session you will collaboratively discuss and workshop how you might apply strategies and experiences from the MMAPSS course to your home institutions.

Walk along the museum's wharves with the Head of Fleet, for a tour to learn about the museum's approach to caring for historic and contemporary vessels.

Image: Megan Baehnisch/ANMM



