

<b>Title</b>	<b>Project manage the installation of a museum exhibition</b>		
<b>Level</b>	<b>6</b>	<b>Credits</b>	<b>14</b>

<b>Purpose</b>	People credited with this unit standard are able to: explain project management principles in implementing a plan for a museum exhibition; plan and design the installation of one museum exhibition; install the museum exhibition; and de-install the museum exhibition.
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<b>Classification</b>	Museum Services > Museum Public Programmes
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<b>Available grade</b>	Achieved
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### Guidance Information

- For the purposes of this unit standard evidence requirements may be limited to one museum.
- Definitions**

*Exhibition* includes identified audience and audience outcomes, story (includes research and key elements), use of artefacts/objects/artworks/taonga to illustrate the story, design (including layout, graphics, lighting), collection care, collection interpretation, and collection mounting.

*Museum* includes museums, art galleries, whare taonga, tribal museums, cultural centres, science centres, interpretive centres, exhibition centres, and historic places.

*Museum policy and practice* refers to all workplace requirements for the operation of museums. These may include, but are not limited to – relevant statutory and regulatory requirements, a formal statement of purpose, terms of reference for the governing body, acknowledgement of the Treaty of Waitangi and mana of tangata whenua, a code of ethics, nomination process, iwi representation, statement of decision-making cycle, procedures manual for the governing body, access to special advice including Māori consultation, and other documents and arrangements as may be necessary or appropriate. Any relevant Acts, regulations, bylaws, and accepted international conventions and protocols must be complied with during assessment against this standard.

*Taonga* are museum collection items of cultural and social significance to Māori.
- This unit standard is intended for people who have or seek responsibility for implementing the plan for a museum exhibition. The unit standard may be assessed against an existing museum exhibition brief, or against a brief written by the candidate in consultation with museum management.

- 4 Recommended skills and knowledge:  
Unit 20554, *Demonstrate knowledge of museums and responsibilities of the museum sector in Aotearoa New Zealand*; Unit 29571 *Plan and install a small- scale museum exhibition*; and, or demonstrate equivalent knowledge and skills.

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## Outcomes and performance criteria

### Outcome 1

Explain project management principles in implementing a plan for a museum exhibition.

#### Performance criteria

- 1.1 The exhibition plan's rationale is described in accordance with museum policy and practice.
- Range rationale includes – the exhibition, the plan's prescriptions.
- 1.2 The role of a project manager in the implementation of museum exhibition plan is explained in accordance with museum policy and practice.
- Range evidence of four aspects of the role is required.
- 1.3 Constraints upon implementation of a plan for a museum exhibition are explained in accordance with museum policy and practice.
- Range evidence of two constraints is required.
- 1.4 Methods of project management in relation to the museum exhibition plan are explained in accordance with museum policy and practice.
- Range includes but is not limited to – planning, scheduling, control; evidence of two methods is required.
- 1.5 A process for administering and controlling budgets for a museum exhibition is described in accordance with museum policy and practice.
- 1.6 Techniques for solving problems that arise in the implementation of the museum exhibition plan are explained in accordance with museum policy and practice.
- Range evidence of two techniques is required.
- 1.7 Situations that may require the termination of a museum exhibition project are identified and explained in accordance with museum policy and practice.
- Range evidence of one situation is required.

**Outcome 2**

Plan and design the installation of one museum exhibition.

**Performance criteria**

- 2.1 A plan of the installation process is drafted in accordance with the exhibition plan and museum policy and practice.
- Range includes but is not limited to – timeliness, budget, care and safety of exhibits and personnel.
- 2.2 Design of the installation is drafted and its rationale is explained in accordance with exhibition plan and museum policy and practice.
- 2.3 Provision is made in the plan for monitoring and evaluation in accordance with museum policy and practice.

**Outcome 3**

Install the museum exhibition.

**Performance criteria**

- 3.1 Exhibition space and furniture are prepared in accordance with the installation plan and museum policy and practice.
- 3.2 Personnel are assigned roles and managed to assist project implementation in accordance with museum policy and practice.
- 3.3 Environmental conditions for the exhibition are established in accordance with museum policy and practice.
- 3.4 Collection items and/or taonga, and other resources, are assembled in accordance with museum policy and practice.
- Range organisational timeframes, protocols and tikanga.
- 3.5 Unpacking, lay out, and installation of exhibits are carried out in accordance with museum policy and practice.
- Range includes but is not limited to – lighting, security devices.
- 3.6 Installation is completed within budget in accordance with museum policy and practice.

**Outcome 4**

De-install the museum exhibition.

**Performance criteria**

4.1 Design sequence for de-installing is drafted in accordance with museum policy and practice.

Range includes but is not limited to – sequencing, timeliness, protocols and tikanga, care of collection items and/or taonga, safety of personnel, roles of personnel.

4.2 Disassembly, packaging and removal are completed in accordance with the design sequence for de-installing and museum policy and practice.

Range includes but is not limited to – timeliness, protocols and tikanga, care of collection items and/or taonga, safety of personnel.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	24 May 2005	31 December 2018
Rollover and Revision	2	21 September 2007	31 December 2018
Review	3	21 January 2011	31 December 2025
Review	4	18 August 2016	31 December 2025
Review	5	26 October 2023	31 December 2025

**Consent and Moderation Requirements (CMR) reference**

0078

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.