

Title	Demonstrate knowledge of planning a tour for a museum exhibition		
Level	6	Credits	6

Purpose	<p>This unit standard is intended for people who have or seek responsibility for implementing the plan for touring a museum exhibition.</p> <p>People credited with this unit standard are able to: demonstrate knowledge of the objectives of taking museum exhibitions on tour; demonstrate knowledge of procedures and practices involved in touring exhibitions; examine the viability of a proposed touring exhibition; and demonstrate knowledge of contracts for a touring exhibition.</p>
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Classification	Museum Services > Museum Public Programmes
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Available grade	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.
- The unit standard may be assessed against an existing museum brief for a touring exhibition, 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*, or demonstrate equivalent knowledge and skills.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the objectives of taking museum exhibitions on tour.

Performance criteria

- 1.1 The contribution of touring exhibitions to museum objectives is described in accordance with museum policy and practice.
- Range museum objectives include but are not limited to – collection, stakeholders, audiences, commercial, education.
- 1.2 The advantages and disadvantages of a particular touring exhibition are evaluated in accordance with museum policy and practice.
- Range any one of – low budget, high budget (in the scale of a major institution);
evaluation may include but is not limited to – commercial viability, relationship building, audience development, institutional profiles.

Outcome 2

Demonstrate knowledge of procedures and practices involved in touring exhibitions.

Performance criteria

- 2.1 Itinerary development is explained in accordance with museum policy and practice.
- Range proposal to venues, venue assessment, time frames, costings, fees.
- 2.2 Procedures and practices for touring exhibitions are explained in accordance with museum policy and practice.
- Range includes but is not limited to – responsibility, risk assessment, time frames, negotiation and/or consultation, protocols and tikanga, loans, security, national and/or international transit, insurance, government indemnification, damage and emergency procedures, marketing.
- 2.3 Budget items and financial procedures relevant to touring exhibitions are identified in accordance with museum policy and practice.

Outcome 3

Examine the viability of a proposed touring exhibition.

Range two venues.

Performance criteria

- 3.1 A business case identifying the potential audience is made in accordance with museum policy and practice.

Range commercial viability, logistical viability.

Outcome 4

Demonstrate knowledge of contracts for a touring exhibition.

Performance criteria

- 4.1 Key elements of contracts for a touring exhibition are identified and explained in accordance with museum policy and practice.

Range may include but is not limited to – security requirements, environmental conditions, access requirements, insurance and indemnity arrangements, packaging requirements, handling and installation arrangements.

- 4.2 Points of contracts that may require negotiation are identified and explained in accordance with the nature of the touring exhibition and museum policy and practice.

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>.