



MUSEUMS AND COLLECTIONS SERVICES

Mandate:

As an academic support unit, Museums and Collections Services does the following:

UNIVERSITY-WIDE MUSEUM AND COLLECTION ADMINISTRATION AND POLICY DEVELOPMENT

- Ensures University-wide policy, procedure and guideline development, dissemination and implementation for museum- and collection-related activities;
- Provides advisory services in all areas of museum practice (where possible);
- Provides expertise and services for computerization and digitization of collection-based initiatives;
- Advises on optimal conditions for the storage and care of the University of Alberta's collections;
- Provides leadership in training related to contemporary museum issues and practice.

Clients:

- Faculty, staff and students who are directly responsible for research and teaching collections in order to meet stewardship, fiduciary and legal requirements as well as ensure access for research and teaching purposes;
- University administration in order to meet stewardship, fiduciary and legal requirements.

STRATEGIC PLANNING AND RESOURCE DEVELOPMENT

- Undertakes strategic planning and development of University-wide museum-related activities and initiatives including computerization and digitization, outreach, collections management, communications, facility development;
- Coordinates the activities of the Policy and Planning Committee and the Curators Committee;
- Coordinates a funding strategy that addresses the needs of University of Alberta museums and collections;
- Coordinates and administers expenditures from the Friends of the UofA Museums Community Outreach Endowment Fund;
- Coordinates applications to museum- and heritage-related funding agencies;
- Provides University liaison to local, provincial, national and international museum, heritage and related organizations and associations.

Clients:

- Faculty, staff and students who are directly responsible for research and teaching collections in order to meet stewardship, fiduciary and legal requirements as well as ensure access for research and teaching purposes;

- University administration in order to meet stewardship, fiduciary and legal requirements; and to address organization- and unit-level strategic planning and financial requirements.

FOSTER THE DEVELOPMENT OF THE UNIVERSITY OF ALBERTA ART COLLECTION

- Responsible for the University of Alberta Art Collection including the Mactaggart Art Collection, the Ethnographic Collection and the Historical Art Collection;
- Develops a curatorial research program that engages the broader academic community, in support of the University's academic mission;
- Ensures a program of community engagement that provides access to the collection and associated research for the University's diverse communities
- Ensures museum standards of practice applied to University of Alberta Art Collection in all aspects of management;
- Coordinates all aspects of the acquisition of works of art for the University of Alberta;
- Administers the Campus Art Loan Program;
- Manages the Print Study Centre;

Clients:

- Faculty, staff and students to meet stewardship, fiduciary and legal requirements as well as ensure access for research and teaching purposes;
- University administration in order to meet stewardship, fiduciary and legal requirements; and to address organization- and unit-level strategic planning and financial requirements.
- Donors, artists and supporters to foster relationships and resource development;
- Targeted publics to ensure access and address community engagement requirements and position the University's art collection among the best in North America.

FACILITATE COMMUNITY ENGAGEMENT, OUTREACH AND ACCESS INITIATIVES

- Facilitates community engagement through the development and implementation of outreach and education programs and services which include exhibitions, public programs, digital and on-line content;
- Creates access opportunities that integrate the museums and collections into the educational mission of the University of Alberta;
- Provides liaison with The Friends of the University of Alberta Museums;
- Manages and promotes the brand for the University of Alberta Museums.

Clients:

- Faculty, staff and students to ensure access for research and teaching purposes; and to promote recognition and awareness that will further teaching and research activities;
- University administration to address community service and recruitment requirements;
- Donors, artists and supporters to foster relationships and resource development;
- Targeted publics to ensure access and address community engagement requirements and position the University of Alberta Museums as a leader among similar organizations.