

International Standard

Evaluations should be conducted by qualified people who establish and maintain credibility in the evaluation context.

Joint Committee on Standards for Educational Evaluation. The Program Evaluation Standards: A guide for Evaluators and Evaluation Users. Utility Standards - U1 - Evaluator Credibility. Thousand Oaks: SAGE Publications, Inc., 2011

Qualifications

- Familiarity with current museological standards and practice
- Minimum of 10 years' experience working with museums
- Professional museological training and/or a proven track record of professional development
- Excellent interpersonal skills - ability to participate productively in a team environment and be respectful of other evaluators, museum workers and stakeholders
- Excellent communication skills – verbal, nonverbal, and written
- Keen sense of observation
- Ability to quickly establish and maintain professional credibility with stakeholders
- Ability to organize and summarize complex information clearly and concisely
- Ability to frame feedback and guidance in a positive, inspiring manner
- Ability to maintain confidentiality

Roles and Responsibilities

1. Demonstrate to other stakeholders an interest in the process and products of the evaluation. Reinforce the understanding that evaluation activities are intended to be supportive and help museum workers and other decision makers improve standards in Nova Scotian museums.
2. Be available and prepared to participate in the three week period of the evaluation site visits. Participate in Evaluator Orientation activities, including training with ANSM and review of museums' overview package prior to site evaluations, and a post-evaluation debrief. Share a professional biography outlining professional credentials and museological experience.
3. Team leaders will provide leadership in a team setting and coordinate activities. They will:
 - keep site evaluation schedules on track,
 - ensure that low evaluation ratings include thorough comments that will assist the museum in addressing the issue(s),
 - gain consensus of any discrepancies in evaluators' findings prior to completing the site evaluation and leaving the museum.

4. Be a professional participant in a 3-person evaluation team, respecting the experiences, skills and perspectives of other team members and using these to develop comprehensive site reports that are easy to understand and will assist stakeholders in improving practices in Nova Scotia's museums.

5. Inform ANSM of any potential conflicts of interest – evaluators will not evaluate a museum with which they have had a consulting, volunteer, or working relationship.

6. Ensure the usefulness of evaluation activities by working with ANSM to:

- stay well-informed of museological and other developments that will affect the evaluation program,
- generate and submit evaluation reports in a timely and thorough manner at the completion of the evaluation tour,
- provide museums with suggestions for improvements while taking into consideration available resources and support,
- provide ANSM with feedback and suggestions for improvements on the evaluation process,
- be transparent about the evaluation process.

Compensation

Evaluators will be provided an honorarium of \$1000 in recognition of their time and sharing of expertise during the three week evaluation process. All travel expenses will be covered by the Association of Nova Scotia Museums according to its travel reimbursement policy.