

Management - Needs Assessment

To what extent is the museum translating strategic goals and plans into action, and providing care and support for its human resources?

Email:

Name of museum:

Consider the museum's orientation materials.

As part of your analysis, some questions to consider are...

- *Do they include information about professional standards, a purpose statement, an organizational chart, a strategic plan, policies and procedures, job descriptions, building use, and security?*
- *Are they in an online folder for easy, shared access?*
- *Are there opportunities for follow-up conversations after initial orientation?*
- *Does the museum regularly offer resources or opportunities for workers to deepen their understanding of Equity, Diversity, Inclusion and Accessibility (EDIA) and their community?*
- *Are all museum workers encouraged to spend time in the exhibit/public spaces?*

Please note: *It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.*

- ☐ Yes, we have them, and they are meeting our needs as is.
- ☐ Yes, we have them, but they require work. ANSM could help us improve them by providing training on...
- ☐ No, we don't have them. ANSM could help us by providing training on...
- ☐ No, we don't have them, and don't need them because...

Comments:

Consider the extent of museological knowledge, standards, and practices within the museum.

As part of your analysis, some questions to consider are...

- *Are museum workers aware of and encouraged to connect with the broader museum community (local, provincial, and national)?*
- *Do museum workers regularly participate in training opportunities, and update museum practices on an ongoing basis?*
- *Are museum workers encouraged to participate in inclusivity, cultural sensitivity, or similar training to strengthen their ability to build relationships with equity-deserving groups?*
- *How is newly acquired knowledge shared among the organization?*

Please note: *It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.*

- ☐ Yes, we have it, and it is meeting our needs as is.
- ☐ Yes, we have it, but it requires work. ANSM could help us improve it by providing training on...
- ☐ No, we don't have it. ANSM could help us by providing training on...
- ☐ No, we don't have it, and don't need it because...

Comments:

Consider the museum's volunteer program.

As part of your analysis, some questions to consider are...

- *Is the museum undertaking diverse and inclusive recruitment, advertisement, application, training, goal setting and review, timelines, and recognition?*
- *Are volunteers matched with tasks and projects that will provide them with personal fulfillment and growth?*
- *Are specific volunteer opportunities made available and adapted as necessary for members of the community with differing abilities?*

Please note: *It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.*

- ☐ Yes, we have it, and it is meeting our needs as is.
- ☐ Yes, we have it, but it requires work. ANSM could help us improve it by providing training on...
- ☐ No, we don't have it. ANSM could help us by providing training on...
- ☐ No, we don't have it, and don't need it because...

Comments:

Consider the museum's retention and recruitment plans.

As part of your analysis, some questions to consider are...

- Does the museum have adequate resources, benefits and support for museum workers?
- Are recruitment methods inclusive, such as asking outside individuals to serve on the hiring committee, providing candidates with questions in advance, and considering lived experiences?
- Are training and development plans tailored to the realities of the community and workforce?
- Are succession plans in place and being used?

Please note: It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.

- ☐ Yes, we have them, and they are meeting our needs as is.
- ☐ Yes, we have them, but they require work. ANSM could help us improve them by providing training on...
- ☐ No, we don't have them. ANSM could help us by providing training on...
- ☐ No, we don't have them, and don't need them because...

Comments:

What is the museum's top management-related goal for the next four years?