



Your handbook for

## Skills in the Museum (HPHE7009)

2025-26



UWTSD, Institute of Education and Humanities

**AIM(S)**

- To prepare the student for the application of practical skills and knowledge needed in the museum sector

**LEARNING OUTCOMES**

Upon the successful completion of this module, the student should be able to:

- Be aware of key skills needed in the museum sector to become a versatile museum professional and gained experience in some of the practices needed
- Research, analyse, interrogate and interpret museums and galleries and their objects
- Enrich their understanding of career pathways and job profiles within the museum sector

**Module convener:** Dr Katharina Zinn

15 credit module: 15 hours contact time – 3 hours per session for 5 weeks

**Assessments****A skills portfolio 4000 words overall in three parts**

1. Museum Labels – 1000 words (30% of portfolio mark) – to be submitted via Turnitin by **14/11/2025 @ 23:59**
  - a. Create a descriptive label for a museum exhibition.
  - b. Describe the difference between descriptive and informative labels with specific consideration to audiences.
2. Plan an outreach and engagement event - 1500 words (35% of portfolio mark) – to be submitted via Turnitin by **28/11/2025 @ 23:59**  
Create a detailed plan of an event with specific reference to audience participation. Think about the variety of activities that could be offered by an organisation, including object handling and creative workshops.
3. Museum Collections, Rationalisation, and Disposal – 1500 words (35% of portfolio mark) - to be submitted via Turnitin by **19/12/2025 @ 23:59**  
“Is disposal the best method for managing museum’s overburden of collections?”  
Explore the varying arguments surrounding rationalisation and disposal, include references to the Collections Trust and Museum Association.

|                             |                                                                                                 |                                                                 |                                                                      |
|-----------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------|
| <b>Submission deadline:</b> | <b>1. 14/11/2025 – part 1</b><br><b>2. 28/11/2025 – part 2</b><br><b>3. 19/12/2025 – part 3</b> | <b>Return date of provisional marks &amp; written feedback:</b> | <b>1. 12/12/2025</b><br><b>2. 09/01/2025</b><br><b>3. 30/01/2026</b> |
|-----------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------|

**SYLLABUS**

The following syllabus was set out by KZ after taking over the module from NN at the end of November. All dates had to be postponed from December due to illness (COVID) and Christmas break into January. Assessment deadlines were also adapted.

| Topic                         | Title                                                                                                                                       | Tasks/ Readings in preparation                                                                              |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 1<br>Week commencing<br>27/10 | <ul style="list-style-type: none"> <li>Welcome and Introduction to Module</li> <li>Brief introduction to Museums and Collections</li> </ul> | Bennett. 1995, - Chapter 5 in particular<br>Keene. 2005.<br>Jenkins. 2016.                                  |
| 2<br>Wk c 03/11               | Collections and Exhibitions                                                                                                                 | Hooper-Greenhill. 1992.<br>Keene. 2005.<br>Lumley. 1988.<br>Thomas. 2016.                                   |
| 3<br>Wk c 10/11               | Collections, Outreach and Engagement<br><br>Including discussion of label before submission                                                 | Crooke. 2007.<br>Hooper-Greenhill. 2007<br>Chatterjee. 2008.<br>Geismar. 2018.                              |
| 14/11/2025                    | Submission deadline for portfolio 1 (label)                                                                                                 |                                                                                                             |
| 4<br>Wk c 17/11               | Rationalisation and Disposal<br><br>Including discussion of outreach plan before submission                                                 | Miller. 1997.<br>Fredheim, Macdonald, Morgan. 2020.<br>Wilkinson. 2005.<br>Davies. 2011.                    |
| 28/11/2025                    | Submission deadline for portfolio 2 (plan outreach event)                                                                                   |                                                                                                             |
| 5<br>Wk c 08/12               | Policies and Accreditation<br><br>Including discussion of essay before submission                                                           | Arts Council England Museum Accreditation<br>Collections Trust<br>Collections Trust<br>Communication Theory |
| 19/12/2025                    | Submission deadline for portfolio 3 (essay: disposal argumentation)                                                                         |                                                                                                             |

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Chatterjee, H. 2008. *Touch in Museums*, Oxford: Berg.

Collections Trust [Collections-Management-Policies.pdf \(collectionstrust.org.uk\)](#)

Collections Trust [Spectrum – Collections Trust](#)

Communication Theory <https://www.managementstudyguide.com/communication-theory.htm>

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## FURTHER READING

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