

**Michigan Museums Association  
2022 In-Person Professional Development Workshops  
Request for Proposals**



The Michigan Museums Association (MMA) is a membership organization that serves the statewide museum community by providing professional development, networking and advocacy resources and opportunities. Members represent museums of all types and sizes from all over the state and serve in a variety of professional and volunteer roles in museums.

After suspending in-person activities for 2020 and 2021 due to COVID-19, MMA is ready to resume offering full and half day professional development experiences for relatively small groups. We have learned much about what can be learned and done online and are excited to offer in-person experiences that are unique and cannot be done remotely.

**Audience**

MMA has almost 1000 members and serves hundreds more in the Michigan museum community with a broad range of types and sizes of museums, experience, and focus of work. The most likely workshop participants are entry or mid-level professionals or high-level volunteer leadership.

**Program Specifications**

Workshops should be designed for 20-30 participants and can be expected to be held in a classroom or workshop type space with access to audio visual equipment, internet access, and other standard program resources. Presenters should provide their own supplies.

*Required*

Three to six hours of an in-person professional development experience that helps participants better carry out their museum work in a way that focuses on processes and engagement.

*Desired*

A full- or half-day unique, innovative, and focused experience utilizing in-person opportunities and spaces that will engage, inspire and empower those working or volunteering in a museum to fulfil the mission of their organization and serve their community.

**Dates and Locations**

Spring and Fall Workshops will take place in conjunction with already scheduled in-person activities in specific regions. Spring workshops will take place May 11 and 13 at the Ford House in Grosse Pointe Shores or another MMA member host in the Detroit/SE Michigan region. Fall workshops will take place October 10 and 13 as part of the annual conference to be held on Mackinac Island. Workshops will be hosted by Mackinac State Historic Parks on Mackinac Island or in Mackinaw City, or by other organizations on Mackinac Island or in Mackinaw City or St. Ignace.

## **Selection Process**

All proposals will be considered on a first-come first-served basis based on selection criteria as well as space available on the dates and locations preferred. A team of MMA leadership and volunteers will review proposals and make the final selection. Notification can be expected within three weeks of proposal submission.

## **Selection Criteria**

The following will be major considerations in selecting workshops:

- Content alignment with one or more MMA Professional Development Goals and Objectives.
- Relevance of content to a broad range of museum professionals or volunteers OR relevance to a specific and significant sub-group of the Michigan museum community.
- Program format and activities that are appropriate for the content level.
- Participant outcomes that are focused and specific.
- Clear utilization of in-person experience.

Additional considerations include

- Membership in the Michigan Museums Association.
- Previous provider of in-person or online programs for MMA.
- Based in Michigan.
- Fulfills organizational goals related to MMA's Professional Development Goals and Objectives.
- Inclusion of all requested information in proposal.

## **Project budget**

Each program will be fully funded through participant registration. Fees will be based on direct cost proposed by the presenter plus a \$25 (half day) or \$50 (full day) per participant administrative fee for MMA. Unless otherwise specified, workshops with fewer than 20 paid participants by close of registration will be cancelled.

## **Milestones and deadlines**

- January 10 - Proposals review begins
- February 24 – Proposal review closes\*
- April 26 – May program registration closes
- May 11 and 13 – Spring workshops
- September 8 – October program registration closes
- October 10 and 12 – Fall conference workshops

\*The review timeline *may* be extended for fall workshops, depending on submissions received.

## Proposal Content

*Please include the following:*

### Program Presenter(s)

- Business name (if applicable)
- Primary contact including email and phone
- Other presenters
- Brief bio or background of all presenters
- Connection, if any, to MMA goals for DEAI/Social Justice

### Program Content

- Content summary
- Intended audience
- Participant outcomes
- Alignment with MMA Professional Development Goals and Objectives
- Discussion of schedule and format, including how the program best utilizes the in-person experience
- Desired prerequisite(s)

### Logistics

- Preferred location(s) and date(s)
- Specifications needed for space including layout and technology
- Other needs
- Minimum and maximum participant requirements

### Cost

- Fee or honorarium\*
- Supplies\*
- Travel
- Other reimbursable expenses\*

*\*Flat cost or per participant*

### Other

- Please also include any other relevant information related to any of the selection criteria or program needs or requirements.

**Proposals and questions may be emailed to Lisa Craig Brisson, Executive Director of the Michigan Museums Association at [lcbrisson@michiganmuseums.org](mailto:lcbrisson@michiganmuseums.org). You may also call 313-334-7643 with questions.**

## **Michigan Museums Association Professional Development Goals and Objectives**

*MMA connects and engages our members around expertise to elevate the museum field and cultivate vibrant communities.*

### **Foster, Develop and Sustain Leadership**

- Help emerging and mid-level professionals gain leadership skills to empower and engage the future leadership of the profession.
- Support those in leadership positions to sustain effective organizations.
- Encourage a broad understanding of leadership and the ability to lead from every role.

### **Support and Advance Diversity, Equity, Access, and Inclusion (DEAI)/Social Justice in Museums**

- Work to diversify the MMA Board of Directors to include racial representation that reflects the statewide community.
- Promote an awareness and understanding of the role museums and their staff play in Social Justice.
- Provide opportunities for under-resourced and under-represented museum-related individuals to participate in the Michigan museum community.

### **Promote Community Driven Professional Development Goals**

- Increase Core Competencies and Promote Best Practice.
- Ensure that MMA offers professional development resources and opportunities that address the current needs of a range of members.