

# Manitoba Crafts Museum and Library PUBLIC PROGRAMMING POLICY

**Revised:** Spring 2022

**Adopted:** September 7, 2022

**Responsibility:** Board of Directors

**To be reviewed:** 1<sup>st</sup> quarter 2025



## 1.0 INTENT

This policy outlines principles to guide the development and implementation of public programming at the Manitoba Crafts Museum and Library (MCML). MCML shall provide a wide array of programming to educate, entertain, and meet the needs of a diverse audiences.

## 2.0 SCOPE

- 2.1 Public programming is a way for the MCML to create awareness for the museum, engage new audiences, and promote historical and contemporary craft through creative and inventive programs that stimulate, engage, and inspire people.
- 2.2 This policy shall apply to employees and volunteers who are involved in the planning and delivery of public programming at MCML.

## 3.0 PUBLIC PROGRAMMING

- 3.1 The public programming of MCML shall support the museum's guiding principles and statement of purpose.
- 3.2 MCML shall strive to reflect all cultures and communities in Manitoba in its public programming, including those which have been traditionally underrepresented or misrepresented.
- 3.3 Programming may support and complement current exhibits at the MCML.
- 3.4 Finances and other resources, such as staff and volunteer hours, shall be allocated to public programming as needed.

- 3.5 Through public programming MCML shall attempt to attract new and existing audiences.
- 3.6 MCML shall develop a diverse array of programs to meet the needs and expectations of a broad and diverse audience.
- 3.7 MCML shall ensure that audience-centered programs meet applicable legislative and policy requirements that have impact on public programs and their audience (including but not limited to the Official Languages Act, Copyright Act, Access to Information Act)
- 3.8 MCML shall provide sufficient training to enable staff to provide accurate interpretation of exhibits and delivery of other programming.
- 3.9 MCML may host special events when resources allow.

#### **4.0 ACCESSIBILITY**

- 4.1 MCML shall work to attract and appeal to a wide range of people through public programming.
- 4.2 MCML shall create programming for the various levels of knowledge of craft.
- 4.3 MCML may expand its programming through partnerships and offsite events.
- 4.4 MCML shall make the museum programming barrier free whenever possible, in alignment with MCML's commitment to diversity and inclusion.

#### **5.0 FORMATS**

- 5.1 MCML shall provide different types of programming to meet the needs of a diverse audience. These activities may include family programs, school programs, holiday programs, lectures, workshops, presentations.
- 5.2 MCML programming shall range from informal to formal events.
- 5.3 MCML may develop on-site events and occasionally off-site events.
- 5.4 MCML may offer virtual programs.

## **6.0 EDUCATION PROGRAMMING FOR SCHOOLS**

- 6.1 MCML shall ensure that education programs are planned with an awareness of curriculum followed in regional schools.
- 6.2 MCML's collection may be used in educational programming in a stimulating and imaginative manner.
- 6.3 MCML shall ensure that education activities do not present risks to the MCML museum collection, exhibits, staff, volunteers, or participants.
- 6.4 MCML may provide teachers with pre-visit information.
- 6.5 MCML shall provide sufficient space to meet needs of users of education programs.

## **7.0 PARTNERSHIPS**

- 7.1 MCML may partner with other institutions with similar objectives/goals in community programming. Partnerships should be considered based on alignment of values and whether such partnership contribute to achieving the organizational vision.

## **8.0 SAFETY**

- 8.1 MCML shall ensure that programming activities do not present risk to the MCML collection, staff, volunteers, exhibits, or participants.
- 8.2 MCML shall ensure that all events and programs are monitored to prevent injury etc.

## **9.0 EVALUATION**

- 9.1 MCML shall annually review and evaluate the success and effectiveness of its public programming.
- 9.2 MCML may use and consider visitor evaluations in future program planning and undertake experimentation with new interpretive strategies, techniques and tools.

## **10.0 POLICY REVIEW**

MCML shall review this policy on a regular basis, at least once every three years.

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President

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Date