



ART AND MUSEUM MANAGEMENT SERVICES

MUSEUMS: SCOPE OF SERVICES

Financial Assessment: Development of a comprehensive financial review that presents fiscal and historical data, offering museum leadership a multi-year overview of financial activity to aid the Board and management in making informed financial decisions and in the development of budget projections. The review includes an analysis of the organization's Balance Sheet, revenue and expense trends, and current financial position. When possible the museum's financial performance will be compared to national and regional trends using benchmarking resources such as the SMU *DataArts* program, American Alliance of Museums, and the American Association of Museum Directors. The review will make recommendations for actions necessary to generate sufficient revenues to support growth in programmatic and physical facilities expenses.

Collections Assessment: Development of a comprehensive review of the effectiveness of the museum's collections stewardship policies, procedures and practices, taking into consideration the museum's size, physical facilities, geographic area, financial and human resources, and other factors unique to the museum and its collection.

Organizational Assessment: The development of a comprehensive assessment of overall museum operations, including an examination of the broad areas of public trust and accountability, mission and planning, leadership and organizational structure, collections stewardship, education and interpretation, financial stability, and facilities and risk management. The final report will document how well museum activities, resources, and mission align with each other, and with professional ethics, practices, and museum industry core standards.