

1. Museum – Administration

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Museum Management can be divided into Three

1. Premises Management
2. Personal Management
3. Financial Management

Maintenance Routines

- Daily Routines
 - Aeration of building
 - Cleaning
 - Reporting any damage
 - Security check
 - Attending minor damage
 - Check for leakage
 - Check for plant growth
 - Removal of wastes
- Monthly Routines
 - Inspecting terrace
 - Repair work of flaking plaster
 - Inspection by the site committee
- Annual Routines
 - Interior lime wash or distemper coat
 - Paintings of doors and windows
 - Annual report prepared for the maintenance of the buildings.

Personal Management

- Training to the staff
- In-service Training
- Industrial Relations
- Director
- Curator
- Duties of Curator
- Guide lecture
- Technical Staff
- Volunteers
- Service Staff

Financial Management

- Capital funding
- Revenue funding
- Governing Board
- Museum Advisory committee
- Financial Sources
- Museum Endowment Funds
- E- Governance

2. Education and 3. Research

Education is critical for development. Education that is devoid of the cultures of the people in the society is empty and incomplete. One of the fundamental objectives of the museum is to educate, and it is only the museum that has the capacity and the ability to impart cultural education effectively as it houses the tools and materials for doing so in its collections. In modern society, the museums enrich the educational process by exposing children and indeed the public to their history in a positive way; they assist our future generations to understand and appreciate their history and culture and take pride in the achievements of their forebearers. Museums possess materials and information that can and should be used in enriching and improving the school curriculum in various disciplines. What is important is for the educational planners to work closely with museum experts on how the educational resources that are available in the museum can be integrated into the curriculum and the learning process at all levels. On its part, the museum should develop educational programmes for the various tiers of the school system, namely, primary schools, secondary schools, teacher training colleges, technical colleges and universities, among others. A properly articulated museum education programme will become an essential component in the overall educational system of society. Educational visits to the museums should be developed and encouraged to cater for all interest groups, and as we approach the turn of the century, it has become very necessary and important for our museums to ensure that they become children-friendly. As we enter the new millennium, we can no longer continue to ignore the role our children can and should play in our society as they too are part of our collective humanity. Our children.

- Conducting the Capacity Building programme for museums curators
- Conducting workshops on conservation and preservation
- Organising Memorial Lectures, National and International Seminars and Conferences
- Exploration and Research
- Augmentation of Artifacts and Art objects
- Exhibitions
- Outreach programmes for children, students and for communities
- Heritage Walk & Road Show
- Foundation Day
- Children Week
- International Museum day, Environment Day and other important days as part of its Calendar year of program of activities.

4. Role of Museum in the Society

For a people to live in peace and happiness, there must be unity. Museums do promote unity in the society by using their resources to ensure understanding and appreciation for the various groups and cultures that exist in that society. Peace is essential for happiness and joy in the family, in the community, in the society, in the nation and in the world. Our world is troubled in many ways today and peace is threatened so often because people do not understand their neighbours. Conflict resolution and reconciliation are essential elements for the attainment of sustainable peace and unity. Museums should use their collections in promoting a better understanding of the collective heritage of the people of Guyana, which will have the effect of

fostering the commonality of those things that unite the nation and its people. They can, through their programmes and activities, reconcile the various interests in the society for the collective good of the nation; they can use their unique positions to reach the conscience of the nation and to foster dialogue, and they can become rallying points for the country in ensuring that peace is enthroned. On a broader perspective, museums can promote cultural diplomacy that will engender greater understanding between peoples and nations. A properly packaged cultural diplomacy programme will promote the best of Guyana to the wider world and foster a free flow of knowledge and a wholesome exchange of cultural materials and ideas with other nations of the world. This programme will also create a sense of pride and purpose among the people of Guyana, who will better appreciate the fact that they too have a contribution to make to encourage peace, unity and understanding in the communities of the larger world.

Guyana Workshop, Public Lecture, May 17, 1999 Museums, Peace, Democracy and Governance in the 21st Century – Post Conference Workshop 4 The Way Forward As we approach the millennium, museums must show leadership in the promotion of the heritage of the nation. As custodians of the cultural soul of the nation, they must have the capacity to broker peace, unity and understanding in times of conflict and disorder and they must speak out when there is fear and danger in the land. They must tackle current problems in society, be they the problems of drugs, street children, prostitution, or lack of appreciation by the citizens in their involvement in the preservation of the heritage and the cultural property of Guyana. As institutions, they must not be afraid to speak through their exhibitions and programmes for the good of the nation. The museums of Guyana can showcase the best of the cultures of the nation through properly packaged cultural festivals that can attract an international audience. In our society today, our museums must promote exhibitions that are topical and challenging; they must broaden their scope and not restrict themselves solely to objects and materials in their collections. Museums must be proactive in their approach to the execution of their mandate and it is important that they clearly explain their vision and mission, which will guide them in all that they do. In a changing world, museums have become very important institutions that are respected and valued. As we approach the turn of the century, museums of Guyana, like in other countries, must be innovative, people-oriented, community-minded, programme-oriented, professionally solid with well-trained personnel and above all, children-friendly, for them to play a major role in the development of Guyana and the world in the 21st century.

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