



Museums Association of Namibia
Making Museums Matter - Since 1990

Starting Your Museum
A Quick Guide

STEP 1: Let's start!

- Before you do anything, create your museum development committee/board with all the relevant stakeholders (Always consult the community)
- Create a bank account
- Create a business plan and constitution
- Register the museum with all relevant legal bodies
- Join the Museums Association of Namibia (ofcourse)
- Join the International Council of Museums (ICOM) – Relevant Specialized Committee

Step 2: Create your skeleton

- Decide on the number of galleries you will have/the size of your museum and the amount of space you have
- Decide on the themes of your galleries/exhibitions
- Temporary Exhibition Gallery

Step 3: Write up your Shopping list

- Develop a collections policy
- Create your accession forms (Purchases, Donations and Loans)
- Staffing (job descriptions)

Step 4: Designs

- Lighting
- Cabinets
- Framing
- Display designs and layouts
- Audio-visual
- Toilets!!!

Step 5: Security

- Consider the security features needed for your artifacts and your equipment
- Consider the security of the visitors
- Consider the security of your employees

Step 6: Curios shop

- Decide what to sell in your curios shop
- NB! Refreshments
- Design items that will be sold in the curious shop that are unique to your museum

Step 7: Keeping Your Museum Alive

- Create interactive activities and programs for different audiences on a daily, weekly or monthly basis