



ASSOCIATESHIP  
OF THE MUSEUMS  
ASSOCIATION

**Building a successful career in museums**



# Introduction and registration



MUSEUMS  
ASSOCIATION

## What is the AMA?

The Associateship of the Museums Association (AMA) is your key to unlocking a successful career in museums.\*



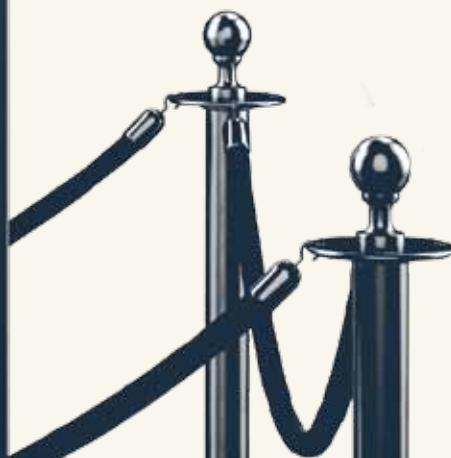
The Museums Association (MA) has developed the AMA in collaboration with employers to reflect the qualities they seek and that are needed for the museums workforce of the future. As your professional body, the MA represents both museums and people who work in them and this means we are uniquely placed to support your development.

The AMA is for anybody committed to a career in museums; supporting you to build a fulfilling and successful career and gain recognition for your professionalism.

Whatever your current role, the AMA is designed to help you achieve your professional goals whilst developing the core competences that museum employers are looking for.

### By successfully completing the AMA you will be able to:

- demonstrate an understanding of and commitment to museums, their purpose and their work
- develop and maintain effective relationships within and beyond the workplace
- think critically around issues facing the sector
- develop and enhance skills, knowledge and experience in a specific area
- effect positive change in your work
- demonstrate effective management of yourself, time and resources.



\*'museums' includes galleries and heritage institutions



### Benefits to you:

- professional recognition and formal acknowledgement
- increases ability to spot opportunities and cope with changes and challenges
- helps you make the best use of resources
- encourages you to plan your career proactively
- helps you to develop networks and professional contacts
- enhances your current role and improves job satisfaction
- keeps you up-to-date with developments within the profession.

### Benefits to your employer:

- improves personal and professional abilities (see AMA Criteria)
- improves job skills and satisfaction
- improves confidence and ability to deal with change
- is a cost effective way of developing your staff
- new perspectives will be brought to the workplace through networking.

### The AMA at a glance...

- on average it takes between 2 and 3 years to complete the AMA, but must be completed within 5 years

### the AMA costs:

- £260\*/£310 Registration
- £125 Annual Fees
- £250 Professional Review fee


\*Registration fee is £260 if your organisation is an institutional member of the MA

### If you undertake the AMA you will receive


- expert and personalised career support from an AMA mentor
- support and guidance from MA staff
- feedback and advice on AMA paperwork
- access to peer support and networking opportunities through AMA support groups and events
- access to free AMA workshops
- reduction on cost of MA events and Conference.

### Registration is open to anyone who:

- works in or for museums, this can be on a full-time, part-time, voluntary or temporary basis. You will need to have worked in museums for a minimum of 3 years by the end of your AMA.
- is an individual member of the MA. You will need to maintain this after you have achieved the AMA in order to continue using the letters AMA after your name.



**Enhances your  
current role and  
improves job  
satisfaction**



# What does the AMA involve?

The AMA is a professional development award. At the heart of the scheme is the process of Continuing Professional Development, whereby you will be empowered to take responsibility for the future direction of your career by planning, carrying out and reflecting on developmental activities.

You will also be supported to improve job skills and satisfaction through a work based project.

The table below sets out the 3 phases of the AMA. You will be able to progress at the pace that suits you.

## Want to know more?

You can find out more information at [www.museumsassociation.org/ama](http://www.museumsassociation.org/ama) or by contacting a member of the professional development team [cpd@museumsassociation.org](mailto:cpd@museumsassociation.org)



0 - 1 Year	Phase 1	Year 1	Phase 2	Year 2	Phase 3
	Depending on your experience this phase will take between one and 12 months.				
	<b>1 - Register for the AMA</b>		<b>4- Plan</b>		<b>7- Act (continued)</b>
	Anyone working in or for museums can register for the AMA (complete form on back page or download from <a href="http://www.museumsassociation.org/ama">www.museumsassociation.org/ama</a> ).		Work with your mentor to write a plan of how you would like to develop and grow as a professional over the next 2 years.		With an up to date plan in place you continue to carry out and record developmental activities, until the end of your AMA.
	<b>2 - Assess your knowledge</b>		<b>5 - Act</b>		<b>8 - Complete Work-Based Project</b>
	Before finding a mentor you will self assess and develop your understanding under 12 key areas, set out in a Knowledge Journal. You will need to have been working in a museum for 1 year before you can find a mentor.		Undertake and keep a record of the developmental activities you are carrying out and participate in professional groups and networks.		The Work-Based Project is designed to support you to improve your job skills and satisfaction, and meet criteria 5 and 6 of the AMA. It is not an extra piece of work and should take no more than 6 months to complete.
	<b>3 - Find a mentor</b>		<b>6 - Reflect</b>		<b>9 - Professional Review</b>
	One of the great benefits of the AMA is the support provided by AMA mentors. Once you have assessed and developed your knowledge to the required standard you will be able to find a mentor and move on to the next phase of your AMA.		After approximately 12 months actively planning, undertaking and recording your development you will be asked to reflect on the impact of the AMA process and to reassess your plans.		The final milestone in your AMA is the Professional Review. This is an opportunity for you to discuss how you have met the criteria of the AMA in a formal discussion with two senior museum professionals.

# AMA Registration Form

Please complete this form to register for the AMA. If your organisation is an institutional member of the MA, the registration fee is £260. You must provide the name and membership number of your organisation.

## Section 1

Surname	Forename
Membership number	
Job title	
Place of work	
Correspondence address	
Postcode	
Telephone	
Email	

## Section 2

I am an individual member of the MA and agree to maintain my membership throughout the period between registering and applying for the Associateship. I understand that I may only use the letters AMA while I remain a fully paid-up individual member of the MA. I agree to pay the annual fee as requested.

## Section 3 - Payment

### Fees

☐ My organisation is an institutional member of the Museums Association £260

Organisation name

Institutional member number

☐ My organisation is not an institutional member of the Museums Association £310

☐ I will send a cheque made payable to the Museums Association for £260/£310\*

☐ Please charge my Mastercard/Visa/Maestro the sum of £260/£310\*

Card name

Card number

Expiry date

Issue number or start date (Maestro only)

Card security number

Signature

Date

☐ Please invoice for £260/£310\*

Please provide details of where invoice should be sent

Name (if applicable)

Address

Postcode

Purchase Order Number (if applicable)

☐ If you require a receipt please tick box

Signature

Date

\*delete as applicable

**Please return to:** Professional Development  
Museums Association, 42 Clerkenwell Close  
London EC1R 0AZ T: 020 7566 7860 E: [cpd@museumsassociation.org](mailto:cpd@museumsassociation.org)

