Visiting The McManus:
Dundee's Art Gallery and Museum

Information for Schools and Community Groups

Welcome to our Schools and Community Group guide, packed full of useful information to help you get the best out of your visit!

Use this guide to learn more about the great Creative Learning opportunities on offer at The McManus for Schools and Community Groups. Check out the museum's exhibitions, displays and facilities before you come and find out how to plan and book your visit.

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Admission and Creative Learning Charges
Admission to The McManus is free.
Creative Learning facilitated visits; gallery activities and use of learning resources are available free of charge to pre-booked School and Community Groups. There is a charge of £25 per group for Creative Learning Workshops.
To make a booking or for further details, please contact the Creative Learning Team on 01382 307215/307216 or at creativelearning@dundeecity.gov.uk

Learning at McManus

Learning is at the heart of McManus and we aim to provide wide reaching cultural experiences and creative programmes that have a specific focus for children, young people and lifelong learners. We apply a tailored approach that accepts that different styles of learning exist, and believe that engagement with a creative process can encourage new perspectives, increase confidence and enjoyment in learning.

What We Do

Our active and creative programmes explore the city's Art and Heritage, providing access to a diverse and fascinating collection of objects, artworks and buildings. Programme activities include artist led workshops, projects and events and are designed to facilitate the appropriate levels of interaction with participants of all ages and abilities. To ensure that The McManus continues to develop as an innovative and inclusive centre of learning, we work closely with partners to develop initiatives that meet the needs of the communities of Dundee. Partnership working is central to our approach - informing professional practice, increasing potential for new audiences and ensuring that the people we engage with are genuinely involved in our programmes.

About our Team

Our enthusiastic and experienced team includes museum & gallery educators, artists and creative specialists. All Creative Learning staff participate in regular training to ensure that the appropriate levels of quality are achieved throughout all of our work. Support is also given from McManus curatorial, technical and visitor assistant teams, enabling the full potential of the museum's collections to be utilised across our programmes.
The Creative Learning Team can advise visiting groups on the content of exhibitions, displays, programmes and learning resources, such as educator's packs, 'hands on' interactives and multi media interpretation.

Space to Learn!

At McManus we understand the importance of providing inspirational learning environments that encourage exploration and creativity. Our creative learning spaces have been specially designed to give flexibility to users and programme, offering separate workshop and study facilities; IT access; cloakroom and baby change facilities.

As the largest Creative Learning space, the **studio space** is dedicated to the development of 'hands on' creative activity, providing opportunities for visitors to participate in facilitated programmes that include artist-led workshops, projects and cultural events. This roomy, light, south facing space can accommodate large school or community groups, but can provide as equally an inspirational space for smaller groups.

Offering opportunities for both self directed and facilitated learning, the **study space** aims to give visitors an intimate and reflective experience of the McManus displays and collections. Housing a unique range of interactive learning resources, it also provides IT and internet access and supports a programme of seminars, talks, and cultural networking events.

Exhibitions and Displays

The McManus is committed to build, preserve, research and interpret its collections of objects and artworks for today and for the future. Established in the late 19th century and still continuing to grow, the museum's collections of natural and human history from the east of Scotland have a regional focus, whilst its visual art, decorative arts and ethnology reflect a wider national and international context. From much loved objects with local significance to award winning contemporary artworks, this diverse collection not only offers a fascinating insight into the character and development of the city and its communities, but presents an exiting and inspirational opportunity for learning.

Reaching over 100,000 items, the collection can be accessed through the museum's permanent and temporary displays, through ADLIB, a digital information resource or by appointment at our new Collections Unit.

The collections are shown in 9 different gallery and display areas throughout the building. As areas of learning, galleries and displays have been designed to generate an enhanced experience for visitors through creating interpretation that aims to give greater meaning, context and significance to its objects and artworks.

Each display has been uniquely created using a variety of interpretative techniques that include; explanatory labels for individual and groups of objects; graphic panels and multi media interpretation including sound, oral history and film.

The character of McManus is outlined to visitors on their arrival to the building through two unique displays, **What is a Museum?** and **The History of McManus Galleries**. Located on the ground floor in reception and shop areas, visitors can learn about what the museum offers, how it works and discover the origins of the building and its changing uses throughout the years. Still on the ground floor, **Landscapes & Lives** explores the lives of early man and demonstrating how a small settlement developed into the Burgh of Dundee. **The Making of Modern Dundee** compares and contrasts the influences that shaped Dundee from the 19th Century to the present day, and visitors can experience the development and successes of the city and its people. Moving on to the first floor, visitors are taken on a journey through **Dundee and the World.** This gallery showcases some of the exotic objects brought back to the city from many different cultures around the world, giving a fascinating insight into their origins and the many stories that surround them.

Focussing on the varied works from the museum's permanent art collections, **The Long Gallery** will initially show a diverse display of studio ceramics, whilst **The Victoria Gallery** reinstates an authentic Victorian Art Gallery experience for visitors creating an impressive setting for the outstanding collection of historic oil paintings from 1750 - 1914. The **20th Century Gallery** houses the City's national significant collection of fine art, through a series of annually changing displays. As a contrast to the museum's traditional galleries, **Here & Now** features work created by contemporary artists, through a changing programme of exhibitions, performance and events that will challenge, entertain and surprise.

Planning your visit

To ensure that you enjoy the best possible access to the museum, we recommend that you discuss your visit with a member of the Creative Learning Team. We are happy to assist with your planning, offer advice on types of visits, content of exhibitions, programmes and learning resources.

You may also wish to arrange a familiarisation session with the Creative Learning Team to find out more about specific exhibitions, displays or just get to know your way around before bringing your group.

Your group can visit in the following ways;

- **Self directed visits.** On this type of visit you manage your own session as you require. However, if you are planning to do any activities in the galleries, please discuss this with us when you book your visit, to ensure your ideas can be accommodated.

- **Facilitated visits.** A member of the Creative Learning Team will accompany you and your group through the galleries, adding a different dimension to your visit through active looking and discussion. Includes a visit to the Creative Learning Studio or Study Spaces. Facilitated visits are subject to availability.

- **Creative Learning Workshops.** These artist-led workshops will give your group the opportunity to take part in gallery themed art activities in the Creative Learning Studio. These can be booked separately or as part of your visit to the galleries and are suitable for both school and non-school groups. The Creative Learning Studio has provision for up to a maximum number of 35 for visiting groups. Workshops are subject to availability and there is a charge of £25 per group for this activity.

Please note that booking is essential for all Schools and Community Groups visiting the museum, whether you are self-directed, participating in a facilitated visit or any of our Creative Learning activities.

When you make your booking, please indicate if your group has any special access requirements. All of the museum's galleries and public areas are accessible to wheelchair users.

Some things to consider when planning your visit

What is the purpose of the visit?

- what are your learning objectives, do you have a theme?
- what do you want your group to achieve, do you want to work in the galleries?
- will the visit be used back in the classroom or in regular group sessions, do you need to record the visit?

What's available at McManus?

- exhibitions
- general facilities
- learning programmes and resources

Learning resources and supporting materials

We can also provide your group with additional learning resources to support your visit. These include**:**

- educator gallery packs, including useful information regarding each gallery, activities and follow up links.
- gallery guides for children and young people
- reference materials
- 'hands on' interactives

Resources are linked to a wide range of subjects from existing collection displays to temporary exhibitions and are designed to offer a more detailed experience to both formal and informal learning groups. They can be used prior to your visit to help you prepare, during or following a visit for further discussion and research. More information on all resources is available at www.themcmanus-dundee.gov.uk

Please indicate when booking if you wish to use any of our resources. Educator Gallery Packs should be requested from the Creative Learning Team in advance of your visit or can be downloaded from the above web address. Our range of 'hands on' interactive resources must be booked in advance and are subject to availability.

Working in the Galleries

We welcome groups who wish to work independently in the galleries, but ask that you discuss this with us before your visit so that your plans can be accommodated. In the interest of safety and to ensure that your visit is an enjoyable experience, it is important that groups are aware of the following guidelines before working in the galleries:

- Please use cloakroom and storage facilities provided and bring the minimum of personal belongings, coats and bags into the galleries.
- Your group must remain in your care throughout your visit and must be adequately supervised by a minimum of two adults per group.
- You can use worksheets, sketch books and clipboards with pencils, pencil crayons and graphite sticks, but **not** felt pens, markers, wax crayons, inks, paint (including watercolours), charcoal or fixatives (including hairspray), scissors or craft knives. The use of cameras and audio/video equipment (without flash) is permitted in some areas, but may not be possible in galleries that require reduced light levels - you will be advised of this prior to your visit.
- Please explain to your group the importance of taking care not to touch objects or artworks on display. Touching causes damage to the work by passing dirt and naturals oils from the hand.
- Please remind your group that no running, eating or drinking is allowed in the galleries
- Take care not to block any circulation routes or fire exits
- Please be considerate and respectful of other visitors and groups

Booking your visit

Once you have considered the type of visit you wish to undertake, please contact the Creative Learning Team to discuss your plans and any requirements you may have. A provisional booking will then be made and a form sent to you to complete. Return this by post or email and once we have received your completed form, confirmation of your booking will be then be given.

If for any reason you have to cancel your visit, please let us know as soon as possible. We may ask for costs from any group who book a Creative Learning Workshop and who fail to turn up or give less than 48hrs notice of a cancellation.

The maximum group size for tours and workshops is 35. Larger groups may be asked to split their visit over more than one trip. Pupils and young children must be supervised in the galleries and teachers/leaders are responsible for their group's behaviour and safety at all times. At no stage can museum staff assume the formal duty of care on behalf of teachers/leaders

On the Day

On arrival
Please use the entrance to the museum at the North of the building.
Teachers/Group leaders are asked to register at reception first.
Please arrive promptly if you have booked a facilitated visit, workshop or other activity in order for your group to get the most from your visit. If you have chosen to use this service, your group will be collected from reception by member of the Creative Learning Team. Otherwise, if your visit is self directed you can then make your way to galleries after registering.

Cloakrooms and storage -
Schools and groups may leave coats in the cloakroom at basement level. Property is left at the owner's risk so please take any valuable items with you. Please try not to bring additional bags and belongings with you on your visit and do not leave any unattended throughout the building.

Toilets
Public toilets with disabled access and baby changing facilities are located at basement level. A cloakroom with disabled access and baby changing facilities is available to groups who have booked a visit to the Creative Learning Studio.

Shop and Cafe
The shop is situated on the ground floor reception area and has a range of games, toys, postcards, books and souvenirs. This area can become very crowded, so please try to access in smaller groups. The Cafe, also situated on the ground floor is adjacent to the reception and shop area, serves a range of refreshments, hot drinks, snacks and light lunches. Please note, the museum **does not** have a packed lunch area for schools or groups, but garden areas can be used in fair weather.

Accidents & Emergencies
In the case of any accidents, please contact any member of staff immediately. Approved First Aiders are available and staff will summon their assistance.
In the event of the fire alarm sounding throughout the building, all visitors' should follow instruction from McManus staff located in the galleries, Creative Learning Spaces or in any other public areas of the museum. All visitors will be directed to their nearest fire exit from where they will be evacuated safety.

Missing/Lost children or person's
It is recommended that you arrange a meeting point for your group in case of becoming separated, but if you have lost/or missing members of your group, please contact staff at the reception desk immediately. It should be noted that Dundee City Council has comprehensive policy and procedures that deal with the protection of children, young people and adults at risk involved in its venues, activities and events. All staff are aware and trained in the implementation of these procedures.

Assistance
If you encounter any problems or require any assistance during your visit, Creative Learning Team or the museum's Visitor Assistant Team will be happy to help.

We look forward to welcoming you and your group to The McManus soon!