



Workplace Transformation Through Management Training **A New Series of Learning Modules** **Call for Instructors**

April 2026

BACKGROUND

The Museum Learning Hub is a nationwide initiative organized by the six U.S. regional museum associations and dedicated to providing free, self-paced training resources for small museums. The *Workplace Transformation Through Management Training Initiative*, funded by a National Leadership Grant for Museums award from the Institute of Museum and Library Services, will expand offerings on the Museum Learning Hub to include online workshops and resources to build the capacity of frontline and middle managers.

This initiative will produce 24 training sessions/workshops organized into six (6) online training modules for publication on the IMLS-funded Museum Learning Hub, along with six (6) toolkits. Topics to be covered in the series include:

- Introduction to Management
- Interpersonal Relations, Wellbeing and Self-Care
- Strategic Thinking and Change Management
- Financial Management
- Project Management
- Employee Life Cycle Management

Workshop recordings and toolkits will be made available online as free, self-paced learning modules through the Museum Learning Hub (museum-hub.org).

CALL FOR INSTRUCTORS

The organizers of the *Workplace Transformation Through Management Training Initiative* are excited to announce an open call for instructor applications for the new series of learning modules and associated resource toolkits.

We are looking for subject matter experts with excellent online teaching skills to develop and present one-hour workshops and introductory sessions for 6 online learning modules. Each module will be beta tested with a focus group of managers either as live virtual presentations or recordings. Feedback will be gathered from the focus group and shared with instructors. Workshops/modules will be revised as needed, and final recordings will be made available for on-demand access by a public audience on the Museum Learning Hub (museum-hub.org).

In addition to teaching the virtual workshops, instructors are expected to provide materials for inclusion in resource toolkits. This could include templates, worksheets, organizational charts, reading lists, and other handouts.

Below are links to the conceptual outlines of the proposed series of learning modules. These outlines are intended to convey the professional development needs of our target audience—frontline and middle managers working in museums—and our goals and objectives for each module. These conceptual outlines were developed with subject matter experts to serve as guides for planning, but the actual curriculum for each module will be refined in collaboration with each instructor.

- Module 1 - [Getting Started/Intro to Management](#)
- Module 2 - [Interpersonal Relations, Wellbeing, and Self-Care](#)
- Module 3 - [Strategic Thinking and Change Management](#)
- Module 4 - [Project Management](#)
- Module 5 - [Financial Management](#)
- Module 6 - [Employee Life Cycle Management](#)

Instructor positions are work for hire, reporting to the Association of Midwest Museums. The co-owners of the Museum Learning Hub will own the finished products (recordings, toolkits, etc). Instructors are welcome to include and/or link the finished products in their portfolios and are encouraged to promote or share links to the finished products with their networks once they are published on the Museum Learning Hub.

Application Deadline: 11:59 pm ET on Friday, May 29, 2026

Compensation: \$1,500 honorarium per workshop and a \$250 honorarium per introductory session will be provided (NOTE: If a team of 2 or more people is proposed to present a single session/workshop, the team members must split the honorarium.)

Expectations: [Linked here](#) is an outline of the project schedule, activities, deliverables and related deadlines.

Instructor Selection Criteria:

- Demonstrated success with the exact topics to be addressed
- Experience delivering skill-building training in an online educational setting
- Excellent online, responsive, learner-centered teaching skills
- Experience working in museums or awareness of museum structures and operations or related field preferred, but not required

HOW TO APPLY

To apply, complete our [online application form](#). Applications should include:

- Contact information
- Modules you are most interested in teaching (select from options shown)
- Brief description of how you *might* approach teaching the topic(s) in the module(s) you selected in an asynchronous virtual setting.
 - Please express how you will cover the topics in an engaging way in the time provided (60 minutes).
 - We recommend keeping your description to 2-3 paragraphs per module.
 - Be sure to note if there are particular workshops or subject matter within the modules you selected that you feel most skilled/equipped to teach.
 - Be sure to note any workshops or topics within the modules you selected that you *would not* be able to address.

***NOTE: Understanding how you might approach teaching the subject matter with the tools available to you will be helpful in our decision making process.*

- Application Supporting Documents:
 - Cover letter expressing your interest (1 page, PDF)
 - Resume or CV highlighting any relevant experience (1-3 pages, PDF)
 - List of example courses, workshops, or webinars you have taught, ideally related to the topics you wish to teach for the Management Training Series (1 page, PDF) - Please share any available links to recordings or brief summaries of what was covered in your presentation.

The deadline for applications is 11:59 pm ET on Friday, May 29, 2026.

If you have questions, [contact AMM](#) executive director, Charity M. Counts.