















The Declaration
of
Independence

Avoiding a Crash on the Indie Track

Uses of flags in major racing leagues

Flag	FIA-sanctioned championships ^[2]	NASCAR ^[3]	IndyCar ^[4]	Other
	Start of race / restart / end of hazard / safe racing conditions / pit lane open			
	Local caution full-course caution (if displayed with "SC" sign)	Caution road course local caution (single) road course full-course caution (twin)		
	Debris, fluid, or oil on track			
	<i>Not used</i>	Pit lane closed		
	Session stopped			Race stopped / delay
	Slow vehicle on track	Final lap	Final lap emergency vehicle on track	
	Final lap (pickup truck and SCSA oval races only)	<i>Not used</i>	Ambulance on course	
	Return to pits (i.e., disqualification)	Return to the pits for a penalty or to service a mechanical problem		
	Return to the pits to service a mechanical problem	<i>Not used</i>		
	Unsportsmanlike conduct	<i>Not used</i>		
	<i>Not used</i>	Disqualification		
	Faster car approaching—during races lapped cars should give way to faster cars	Course partially blocked or stopped cars on course (road course only)	<i>Not used</i>	
	<i>Not used</i>	Faster car approaching		
	Session finished / winner			Race finished / winner

Collection Management



Condition report



Condition report



Inventories



Inventories



Training



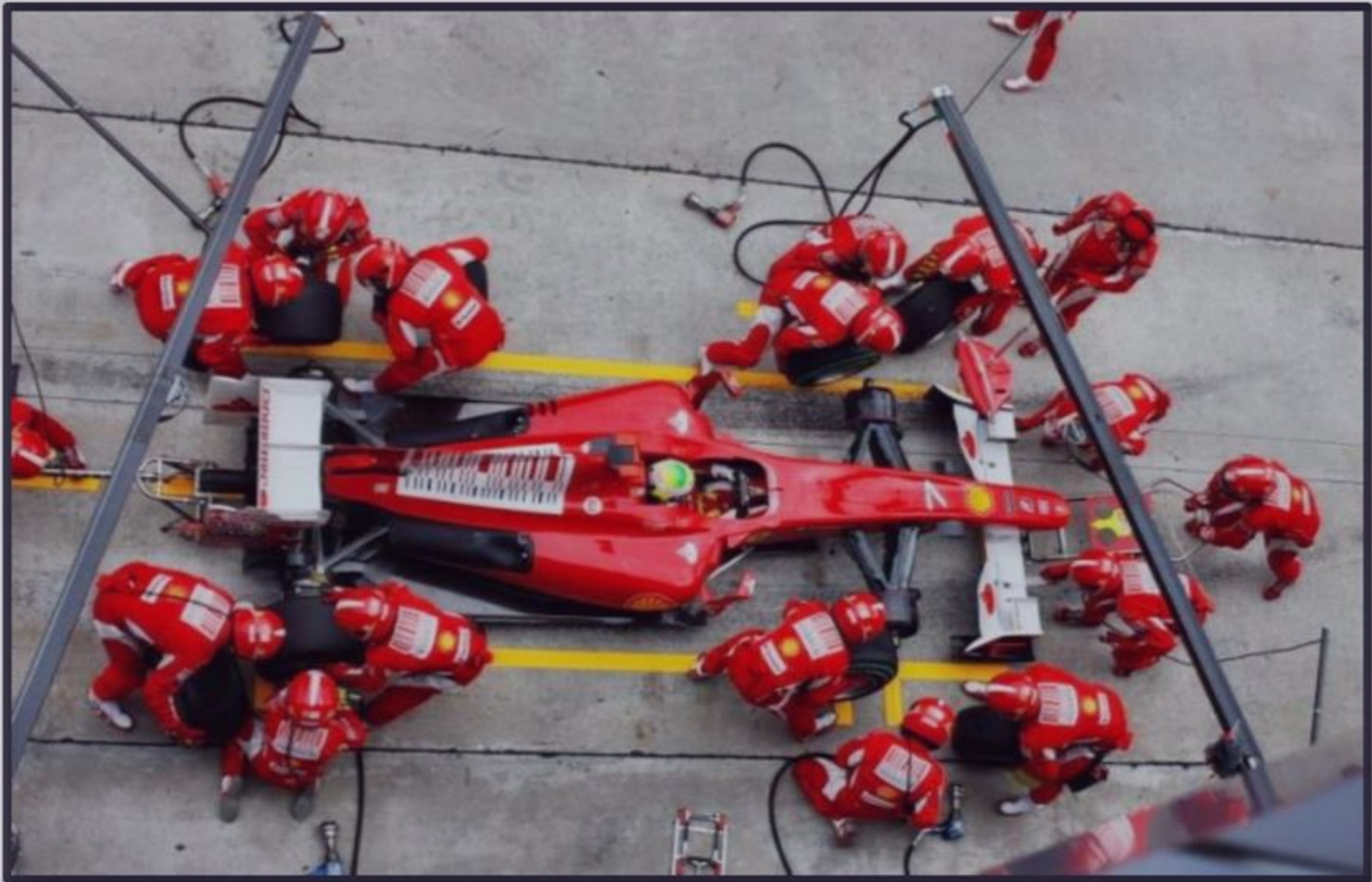
Storage



Documents

- Collection Policies
- Loan Agreements
- Deeds of Gifts
- Incoming/Outgoing Receipts
- Condition Reports

The Pit Crew / Labor for the Race Ahead



**Brent Powell, Principal, Museum Collection Care
Manager, Crozier Fine Arts**



The Pit Crew / Planning & Preparation

Key Factors: Assessment of Project Labor

The course or track maybe different in shape, size, location, country and regulations but the key factors remain the same for adapting the car to run to its full potential of efficiency and win the race.

Size of the Project / Logistical Scope

Duration of Project / Time Framework

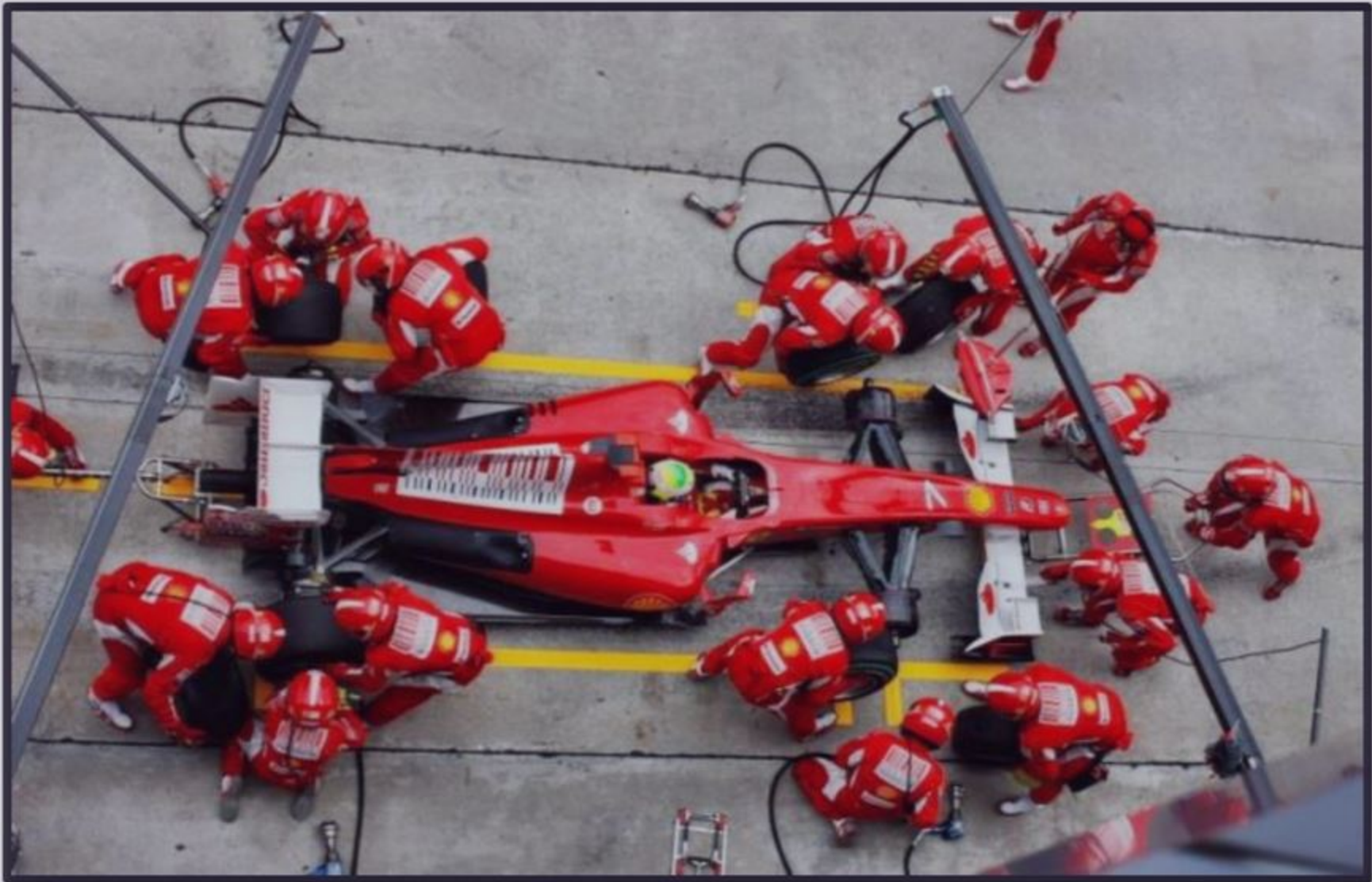
Skill Base Needed / Labor Skills & Number of Staff

Supervision Needed / How is the Project Managed

Budget / Financial Structure and Limitations

HR Choreography / Interview, Hiring, Training & OH&S

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Size of the Project / Logistical Scope

The Size & Scope of the Project

- Goals & Outcomes of the Project / *"The Mission"*
- The Business Plan
- The Founding Support
- The Logistical Structure Basics or *"Race Plan"*
- Management structure or *"Organizational Chart"*
- Supporting the structure for labor or *"Hiring & Training"*
- Implementing the Scope



"The Race Begins"

Duration of Project / Time Framework

Project Structure

Duration:

- Proposed Timeframe
- Start / Finish Targets
- Incremental Deadlines

Communication:

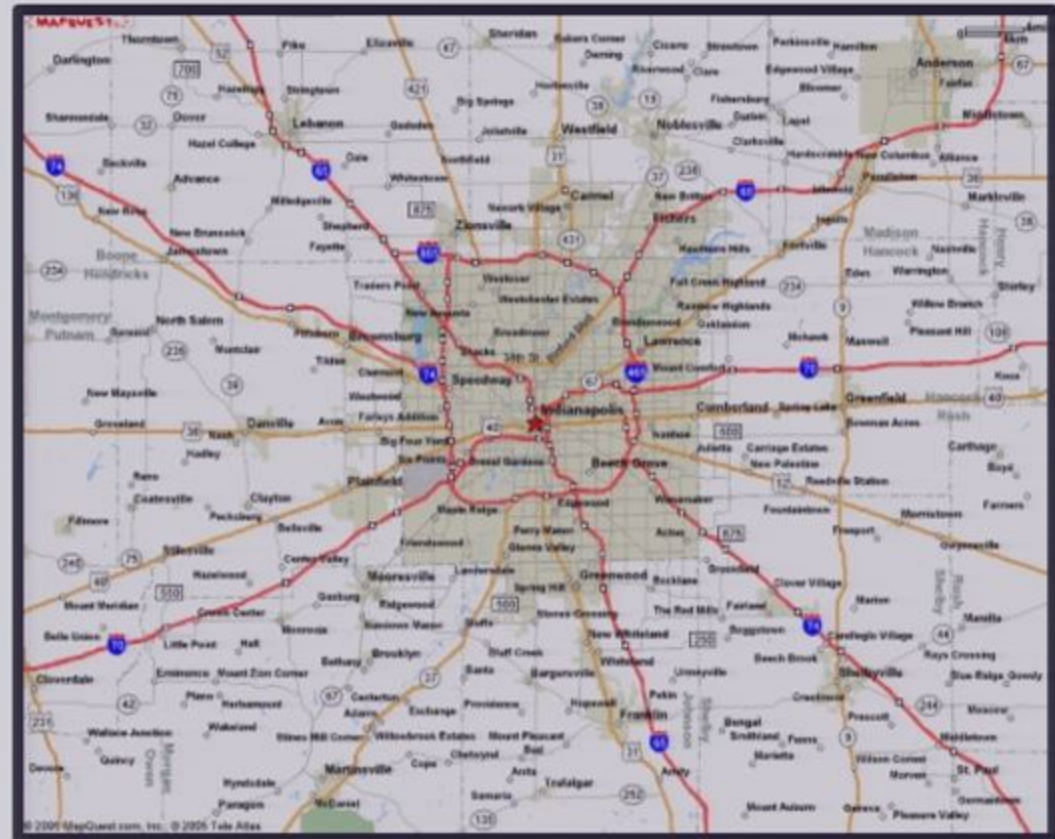
- Staff Structures
- Meetings & Protocols

Time & Schedule:

- Agreed schedules
- Updating & Management
- Communication Focus Tool

Tracking

- Documentation
- Historical reference



“course or road map”

Skill Base Needed / Labor Skills & Number of Staff



Labor Skill Base:

- What skills are required
- Skill Levels / Number of Years
- Skill Levels / Full Time or Part Time
- Previous Knowledge / Train onsite
- Management of Specific Skills

Number of Staff:

- Staff based per project skill
- Hiring by Skill Needed
- Building Labor pools
- Full Time Staff
- Part Time Staff
- Management & Balance of staff

Supervision Needed / How is the Project Managed

Supervision is Labor Key

- Leadership Performance is Essential
- Attention to Details
- Dependable & Punctual
- Team Players
- Communication Effectiveness

Trained Supervisors

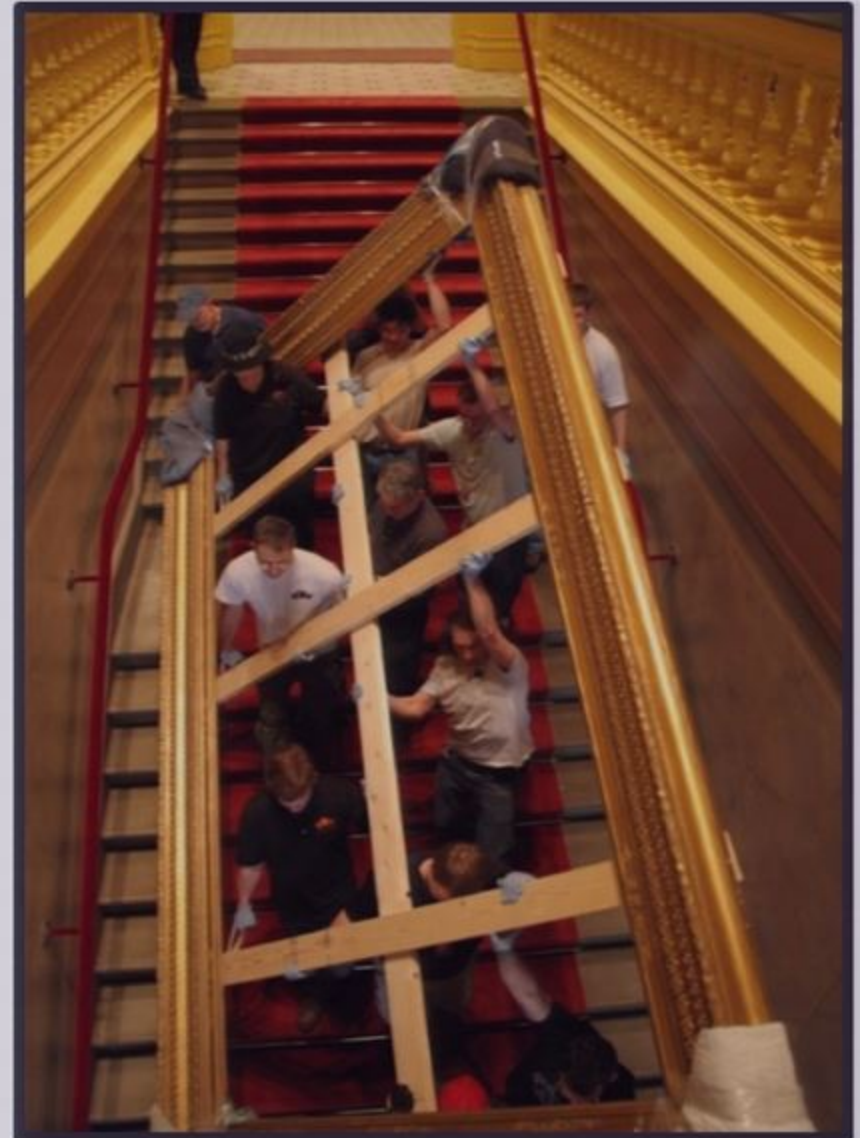
- Professional Development
- Supportive Pay
- Training Proficiency

Mentoring Supervisors

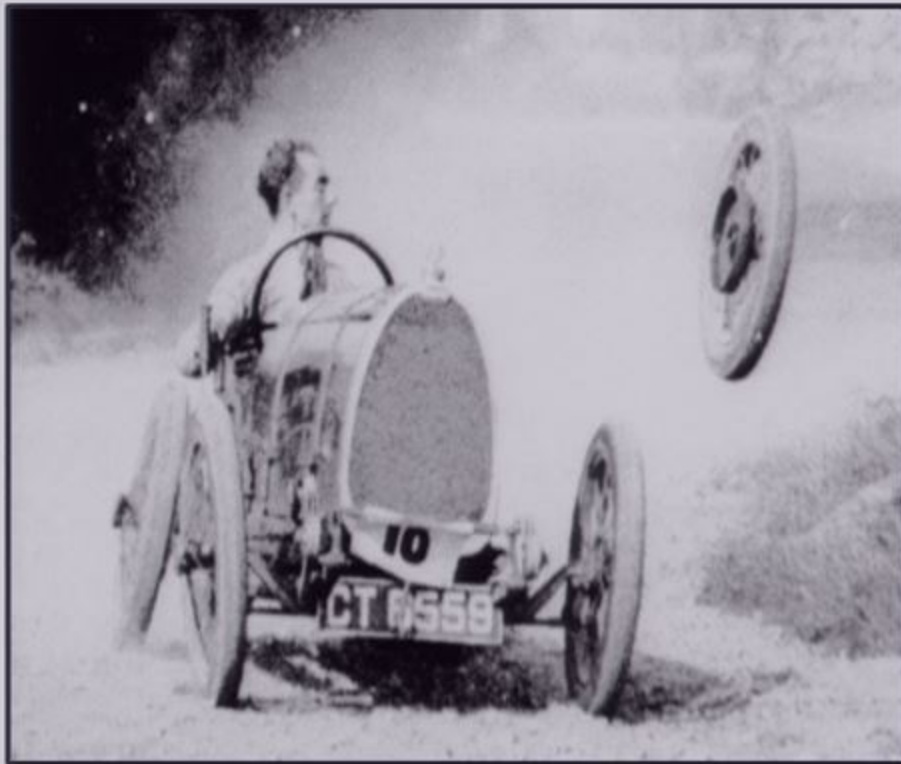
- Leaders by Example
- Time to Educate / Support / Nurture

If you want to build a ship, don't drum up people to collect wood and don't assign them tasks and work, but rather teach them to long for the endless immensity of the sea.

~Antoine De Saint Exupery



Budget / Financial Structure and Limitations



Budget Structure

- Non Collection Care
- Supports all Structures
- Quality Staff Leverage / Duration
- Quality Equipment
- Staff Training and Safety

Budget Limitations

- Tracking Budget Essentials
- Uncontrolled Adjustments
- Changing Focus
- Deadlines Changes
- Staff Overtime & Additional Hiring

Human Resources / The Choreographic Keys

Interview

- Job Description Keys
- Placement Ads
- Interview Process

Hiring

- Keys to Quality Candidates
- Part Time Hiring
- Full Time Hiring
- Hiring the Supervisors

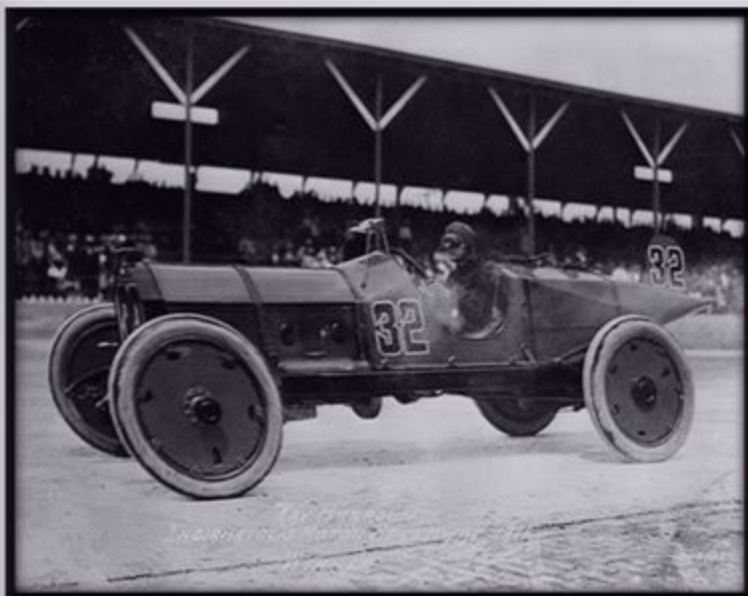
Training

- Essential Training Keys
- On-the-Job Training/ Mentoring
- OH&S and Equipment Training

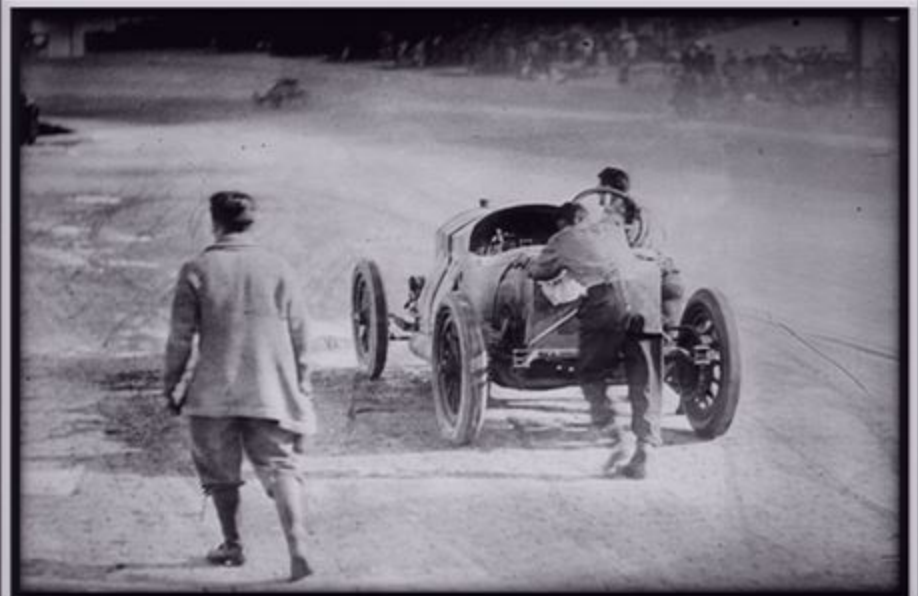


"Choreography of Staffing"

Final Conclusion: Waving the Checker Flag



OR



Greasing the Wheels of Your Business



Suzanne Quigley, art & artifact services, LLC



Freelancer

In 2013, the Freelancers Union estimated that 1 in 3 workers in the United States were self-employed (approx. 42 million), with more than **four million** (43%) of those self-employed workers members of the **creative class**, a strata of work specifically associated with freelance industries, such as knowledge workers, technologists, professional writers, artists, entertainers, and media workers.

Florida, Richard. "Geography of America's Freelance Economy". *Feb 25, 2013. The Atlantic. Retrieved 17 May 2013. Retrieved via Wikipedia article titled "Freelancer" 25 October 2015.*

Having the Chops

Translation: Do you have what it takes to fearlessly drive the car?

A substantive track record in:

- **Collection management** (acquisition, sale, loans, insurance, file maintenance)
- **Storage** (location tracking, material safety, cold storage)
- **Condition reporting** (manual/tablet)
- **Database management** (Mac, Windows, the Cloud?)
- **Exhibition management** (planning, coordination, budgeting)
- **Policy development** (CMP)
- **Contract review** (loans, insurance, exhibitions)
- **National and international relationships** (registrars, conservators, art handlers, packers, truckers, shippers, customs agents)

The business end of things

- Incorporation?
 - LLC (state, publishing, registered agent) *Legal zoom*
 - Federal tax id number
- Bank account
- Credit card
- Personal care
 - Health insurance
 - Retirement

The business end of things

- Bookkeeping
 - Taxes
 - home office (How many sq ft? Pro-rate lawn service, electricity, heating, etc.)
- Considering expenses
 - Liability insurance (to insure or not insure)
 - office equipment & furniture (scanner, printer, desk, chair, filing cabinets)
 - Materials and supplies (a stock of gloves, tape, brushes, light meter, hygromograph meter, tape measures, mag lights, batteries, paper products, etc.)
 - Computer/tablet/chargers/software (wifi, collection management software, adobe suite, Photoshop, office suites for Windows or Mac, bookkeeping software, etc.)
 - Phone
 - Camera

Getting organized

- **Resume** keep it current and relevant
- **graphic identity templates** same font, colors, layout
 - **contract/proposal clauses**
 - Parties, scope, estimated timeline, rates, warranties, signatures
 - **invoice template**
 - Dates/time, services performed, reimbursable expenses, totals
- **email address** you can have more than one/alias
- **sig files** make them meaningful
- **website** home made or paid
- **linked-in** does it work for you?
- **twitter handle** if you tweet

Getting paid

- how much to charge?
- hourly vs. job vs. day rate
- courier rate
- travel time vs. mileage
- keeping track of time spent on daily basis
- bill back with percentage or at cost?

Manna from heaven?



How do I market myself?

- Stay connected – ARCS socials
- Participate in the field - post to the listservs, attend conferences

Where do the jobs come from?

- Colleagues at museums
 - Maternity leave
 - Understaffing / unexpected projects
 - Traveling exhibitions assistance
- Vendors who know you
 - Art services companies
 - Accountants
 - Lawyers
 - Insurance brokers
 - Clients
 - It does not need to be a “doggy dog” world. Share the jobs, refer colleagues

OnContract now at ARCSinfo.org

ARCS is pleased to announce that much like the American Institute for Conservation's (AIC) site 'find a conservator', or the American Society of Appraisers (ASA) site 'find an appraiser' -

Now **anyone** can find a contract registrar/collection manager on the ARCS website

ARCS members who hold themselves out to do contract jobs. The jobs range anywhere from a couple of condition reports, to a cross country or cross ocean courier job, to a long term temporary part time job – and everything in between

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Here's how it works:

Individual ARCS members will:

- pay a nominal fee in addition to their annual membership dues
- fully update their profile on the ARCS website
- add their resumes to their profile.

Those who participate in the program can be found via search criteria on the site and contacted via email directly from the site. More information at ARCSinfo.org.

