



Group Visits

Our general format for visits is as follows:

Visit Type	Description	Cost	Duration	Booking Info	Availability
Self directed tour	Self led (by school staff)	free	n/a	Let us know you are coming	Any time
Facilitated tour	Led by museum staff	free	1 hour	Minimum 2 weeks in advance	Thu/ Fri
Backpack tour	In depth gallery session led by staff with activities / handling objects and games	£1 per child	1 hour 30 mins	Minimum 2 weeks in advance	Thu/ Fri
Tour and creative learning or 'hands on' workshop	Short tour followed by themed creative workshop in the Creative Learning Studio OR interactive session with replica objects and costume	£25 per group (under 25 pupils) For groups over 25 an additional £1 per participant (eg 31 in group = £31)	2 hours	Minimum 2 weeks in advance	Thu/ Fri

Choose from:

Self-directed group visits to the museum

These can be planned with input from our Creative Learning team.

Facilitated museum tours

Choose from a variety of themed tours and explore the galleries with support from our team.

Themed workshops

Our spacious Creative Learning studio space is dedicated to the development of 'hands-on' creative activities, providing opportunities for groups to participate in artist-led workshops relevant to the themes within the galleries.

Learning Resources

We can provide your group with additional learning resources, including educators packs, prior to your visit. These are linked to each gallery theme and support group visits and independent study/research. Our range of artist-made interactive learning resources are designed to give participants a hands-on experience of current gallery themes.

Contact the Creative Learning team:
creativelearning@leisureandculturaldundee.com
 01382 307216 www.mcmanus.co.uk

the mcmanus
 DUNDEE'S ART GALLERY & MUSEUM

To provisionally book a tour or workshop: please email a completed [provisional booking form](#) to creativelearning@leisureandculturedundee.com or call the Creative Learning team on 01382 307216. Confirmation of dates will then be emailed to you.



the mcmanus
DUNDEE'S ART GALLERY & MUSEUM



<h1>Group Visits</h1>	Facilitated Tour	Facilitated Tour & Creative Workshop	Backpack Tour
	(Free) 1 hour	(£1 per person, min. £25) 2 hours	(£1 per person) 1 hour 30 mins
What is a Museum? Find out more about who we are and what goes on behind the scenes in a museum	✓	✓	✗
Let's Talk About Art A fun, engaging discussion session responding to artworks of all styles	✓	✓	✓
Drawing from Experience Use sketchbooks to investigate our collections and record your tour of the museum	✓	✓	✓
Passport to the World Take a trip across the continents to discover international objects collected by Dundonians	✓	✓	✓
Dundee Stories Hear fascinating tales about Dundee's people, creatures, myths and legends	✓	✓	✗
<h2>2012 Tours Linked to Temporary Exhibitions</h2>			
Colourful Cadell: Apr – Jun 2012 National Galleries Scotland Exhibition: 'The Scottish Colourist Series: FCB Cadell' Experience Cadell's elegant paintings and his glorious gift of colour and light	✓	✓	✗
Dundee Weavers: May – Nov 2012 Anniversary of 500 Years of the Dundee Weaver Incorporation Celebrate 500 years of weaving in Dundee with a look at the city's jute industry and 9 trades	✓	✓	✗
Discover Da Vinci: Sep – Nov 2012 Royal Collection Exhibition: 'Ten Drawings by Leonardo Da Vinci: A Diamond Jubilee Celebration' Artist, scientist, inventor, engineer; marvel at Da Vinci's drawings and learn more about his legendary life	✓	✓	✗
Selling Dreams: Sep – Dec 2012 V&A exhibition: 'Selling Dreams: One Hundred Years of Fashion Photography' What is beauty? Investigate different objects and artworks to uncover diverse cultural ideals of beauty	✓	✓	✗

Visits to the McManus: Advice for Group leaders

Advice for Group leaders:

“To assist with what is required the following guidelines should be followed:

The responsibility for the group's general behaviour rests with the group leader(s).

The actual facility and what goes on in it is the responsibility of the facility management. If the group worker or supervisor is not familiar with the McManus as a venue and if the visit is to an area open to public access then as far as possible the area should be reconnoitred and a risk assessment carried out by the group leader in advance of the visit.”

Safe working in the Galleries

We welcome groups who wish to work independently in the galleries, however 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 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 natural oils from the hand.
- Please remind your group that no running, eating or drinking is allowed in the galleries
- The museum is a historic building and as such has stone stairs and ornate architectural features. Visitors are asked to be aware of this and apply caution when ascending and descending the grand stair.
- Visitors with mobility issues may wish to use the lift or contemporary stair case as it has a handrail.
- In case of fire: The fire alarm will sound. Visitor Assistants on duty will escort you to the assembly point at the Robert Burns statue at the west of the building. It is the responsibility of the group leader to check the group is accounted for and inform the staff on duty.
- Please bring the minimum of personal belongings, coats and bags into the galleries.
- Please be considerate and respectful of other visitors, tours and groups
- 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, charcoal or fixatives (including hairspray), scissors or craft knives.
- The use of cameras and audio/video equipment **without flash** is permitted in most gallery areas – staff can advise on restricted areas.
- Take care not to block any circulation routes or fire exits

Parking

To the north of the building parking (2 spaces) for blue badge holders is available and also minibus parking for groups visiting the museum. Minibus spaces cannot be reserved but on arrival drivers can report to reception to collect a parking permit to display in the vehicle for the duration of the visit.

The nearest public car parks are at Bell Street, the Overgate or Wellgate which are all a 5-10 minute walk away.

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 safely.

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 Leisure and Culture Dundee 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, the 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!