

TOP 10
DOS AND DON'TS OF WORKING WITH
INDEPENDENT MUSEUM PROFESSIONALS (IMPs)

Do

1. Do know why you need an IMP and consider if an IMP individual, team, or firm is best suited to your project.
2. Do use your network's network to find your IMP.
3. Do specify a budget amount/range in RFPs and RFQs.
4. Do know what you need and set realistic expectations (scope of work, schedule).
5. Do choose an IMP you like (you'll be working closely together!)
6. Do collaborate on the contract or letter of engagement so it's equitable for all.
7. Do plan ahead and include options in the contract for if something goes wrong.
8. Do identify a single point of contact to direct the IMP and for the IMP to ask questions
9. Do develop a relationship grounded in dignity, mutual respect, and trust.
10. Do recommend or hire your IMP again.

Don't

1. Don't limit your IMP options.
2. Don't ask IMPs to apply for work if you have already identified someone you wish to work with and do not intend to consider them seriously for the role.
3. Don't request or require an IMP to complete work for free.
4. Don't compare an IMP's rate to that of a salaried employee.
5. Don't treat an IMP like a full-time employee expecting them to be available any time you are.
6. Don't forget to set aside time to review work products and manage the contract.
7. Don't slow down or stall the process by failing to make timely decisions, submissions, and approvals.
8. Don't let the scope creep (set realistic schedules, plan ahead).

9. Don't keep it inside or hold back concerns. Establish frequent, open, and respectful communication.
10. Don't hesitate to provide a testimonial—IMPs really appreciate that.

What would you add?

The Top 10 Dos and Don'ts of Working with Independent Museum Professionals

(IMPs) was provided as part of the virtual conference session *Curious about*

Contractors?: Working with Independent Museum Professionals 101, at Braking Point |

The Association of Midwest Museums and Association of Indiana Museums 2023 Joint Conference, on July 19, 2023.

Please contact the presenters for more information:

- Julie Govert, juliegovert@gmail.com
- Tania Said, tania@tanasaidconsulting.com
- Barbara Schafer, barbara@schafergrants.com

Distribution with credit is welcome. Thank you.

