

# AEMS for cultural institutions

## Welcome to the survey on human resources in arts and cultural education!

The Arts Education Monitoring Study aims to understand the work force and working conditions in arts education sectors across Europe. The information obtained through this study should contribute to a fostering a reflection among different public authorities in Europe about the importance of arts education.

The study is led by EDUCULT, a specialist research agency based in Vienna. It's a cross-European project, with partners in Spain, Germany, Hungary, and the UK. The study has been funded by the European Commission's Culture Programme.

The survey will take just 15 minutes to complete.

All of the information you provide will be treated in the strictest confidence.

Duration of the project is May 2011 to April 2013.

However, the project partners would appreciate if the survey would be used for further implementations.

For future data collections and analysis and if you have any questions on this survey,

please email Peter Szokol on [peter.szokol@educult.at](mailto:peter.szokol@educult.at).

## Your profile

Please provide some information on your institution.

### 1. What sort of cultural institution is it?

- |  |  |
|--|--|
| <input type="checkbox"/> Museum or gallery         | <input type="checkbox"/> Library                         |
| <input type="checkbox"/> Music Hall or Opera House | <input type="checkbox"/> Heritage institution            |
| <input type="checkbox"/> Cinema                    | <input type="checkbox"/> Local cultural/community centre |
| <input type="checkbox"/> Theatre                   |  |
| <input type="checkbox"/> Other (please specify)    |  |

### 2. Where is your institution situated?

- Urban region
- Suburban region
- Rural region

### 3. What is the ZIP code of your institution?

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## 4. What is your current job?

- General manager or director of the institution
- Head of education department
- Staff at education department
- Other (please specify)

## 5. Which of the following areas are you personally in charge of? (Please, tick all applicable boxes)

- General management
- Education
- Marketing and PR
- Fundraising
- Financial management
- Event management
- Customer service
- Other (please specify)

## People working in your institution

### 6. How many heads work in your institution? (total number of people)

Full time employed	<input type="text"/>
Part time employed	<input type="text"/>
Freelancers	<input type="text"/>
Interns	<input type="text"/>
Volunteers	<input type="text"/>
Others	<input type="text"/>

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### 7. What are the full time equivalents (FTE) of the total staff working for your institution?

[If you have part time staff, they should be added in ratio to full time staff:

**E.g. full time employee = 40 hours; part time A = 20 hours, part time B = 30 hours**

**-> FTE of part time staff = 0.5 (A with 20h) + 0.75 (B with 30h) = 1.25 FTE]**

Full time employed	<input type="text"/>
Part time employed	<input type="text"/>
Freelancers	<input type="text"/>
Interns	<input type="text"/>
Volunteers	<input type="text"/>
Others	<input type="text"/>

## People working in education

### 8. How many heads are working in education at your institution?

Full time employed	<input type="text"/>
Part time employed	<input type="text"/>
Freelancers	<input type="text"/>
Interns	<input type="text"/>
Volunteers	<input type="text"/>
Others	<input type="text"/>

### 9. What are the full time equivalents of people working in education?

Full time employed	<input type="text"/>
Part time employed	<input type="text"/>
Freelancers	<input type="text"/>
Interns	<input type="text"/>
Volunteers	<input type="text"/>
Others	<input type="text"/>

### 10. What is the gender break down of the people working in education? Please provide estimate percentages.

Female	<input type="text"/>
Male	<input type="text"/>

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**11. What is the age break down of your education team? Please provide estimate percentages.**

Under 26

26 - 35

36 - 50

51 and older

**12. On average, how many years do your full-time employees in education stay at your institution?**

## Expenditures on education

All of the information you provide will be treated in the strictest confidence.

**13. What is the current percentage of expenditures on education compared to the total expenditures of your organisation? Please take expenditures for freelancers, materials, room rent, advertisement, etc... into account.**

Expenditure on education

**14. What is the annual total budget for education in numbers? Please state also the currency.**

Total budget for education

Currency

**15. What is the share of staff costs (including freelancers) in the education budget in percentages?**

Staff cost in education budget

## Qualifications and organisational learning

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## 16. How many of the education staff (incl. freelancers, interns etc.) have the following qualifications?

An academic postgraduate qualification in Arts or Cultural Education (incl. Music, Dance, Theatre education etc.)	<input type="text"/>
An academic undergraduate qualification in Arts or Cultural Education (incl. Music, Dance, Theatre education etc.)	<input type="text"/>
An academic postgraduate qualification in a related subject e.g. MA in Art, History, Music, Pedagogy	<input type="text"/>
An academic undergraduate qualification in a related subject e.g. BA in Art, History, Music, Pedagogy	<input type="text"/>
A certificate in Arts or Cultural Education	<input type="text"/>
Ongoing studies in Arts or Cultural Education	<input type="text"/>
Ongoing studies in a related subject	<input type="text"/>

## 17. Does your institution provide in-house training for education staff?

- Yes, at least once in 3 months
- Yes, at least once in 6 months
- Yes, at least once a year
- No, we do not provide in-house training
- Other (please specify)

## The role of education within your institution

### 18. Do you agree with the following statements?

	agree	slightly agree	slightly disagree	disagree
Education is central to my institution's remit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Director / Chief Executive of my institution prioritises education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All members of the institution appreciate education activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The board or public authority steering my institution rate education highly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our institution is known for high quality education activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education is written into our overall strategy and mission statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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### 19. How many activities does your education department offer for the following target groups?

	Many activities	Some activities	No special activities
Very young children and kindergarten	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primary schools and young children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lower secondary schools and young people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Upper secondary schools, vocational schools and young people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special education needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Families	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Migrants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pensioners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## European exchange

### 20. Has your institution applied for EU funding in the past 5 years to support education programmes?

- Yes, and at least once successfully.
- Yes, but never succeeded.
- No

If yes, please specify the funding programme.

### 21. Does your education department collaborate with other institutions on the European level?

- Yes
- No

If Yes, please specify the partners.

## Thank you for taking part in the AEMS survey!

If you want to be updated on the project an please leave your email adress below.

Further information can be found on the project webpage: <http://www.educult.at/en/forschung/aems/>

## AEMS for cultural institutions

Or contact: [peter.szokol@educult.at](mailto:peter.szokol@educult.at)

**22. Your email address (optional):**

**23. Do you have any comments, feedback and recommendations on the project and/or this questionnaire?**