

# Welcome to Museum on Main Street!

We are delighted to welcome your state humanities council as our partner in developing high quality humanities programs for rural America. Museum on Main Street, or MOMS, is a unique alliance of the Smithsonian Institution Traveling Exhibition Service (SITES), the Federation of State Humanities Councils, state humanities councils across the country, and cultural organizations in small, rural communities.

This state coordinator notebook provides information and ideas that you will need for administering your tour of ***Journey Stories***. This information is also provided electronically via the MOMS web site at [www.museumonmainstreet.org](http://www.museumonmainstreet.org) under the Administration tab.

The on-line notebook contains supplemental information, examples and best practice models from your colleagues in other states; you will be notified when updates and additional information is posted to the web site. In addition, the MOMS list serve, *MOMS@SI-LISTSERV.SI.EDU*, is a good resource to get advice from your peers across the country. State scholars will receive a hard copy of their project notebook prior to the national planning meeting for your tour; you will be sent project notebooks for your local coordinators prior to your state program planning meeting.

The experience of more than forty state humanities councils demonstrates that this project yields the greatest benefits when councils make a concerted effort to involve rural museums and historical organizations in the planning, shaping, and implementation of the project, and that it is least effective when it is directed as a “packaged program” overlaid on rural communities as a federal/state initiative. Local ownership is the key to success and to sparking lasting institutional advancements among small town cultural organizations. In order to achieve local ownership, each participating state council will need to allot both human and financial resources.

It is expected that as part of your state’s participation that your council will:

- Assign a single state coordinator to oversee all aspects of project administration (and that in the event that there are changes in personnel, that a new coordinator will be assigned);
- Attend MOMS national orientation and program workshops with other participating state humanities councils (travel expenses will be subsidized by MOMS);
- Confirm the participation of one or more state project scholars in the planning and implementation of locally-based programs and educational events (state scholars will be included in the national program workshops; travel expenses subsidized by MOMS);
- Make supporting grants to exhibition host organizations/communities;
- Accept in-state shipping costs and oversee the safe transfer of the exhibition in-state;
- Host a minimum of one state program workshop for local project coordinators 6-9 months prior to the exhibition opening;
- Host an installation workshop at the first venue in your exhibition tour the week of the exhibition opening;
- Make a concerted effort to visit participating communities, assist in their program and event planning, and attend their events;
- Implement a statewide publicity campaign and assist local venues with their publicity efforts;
- Complete a Close-Out report to the Federation of State Humanities Councils and assist in the gathering of close-out reports from local participants to send to SITES.