

ETH ZURICH
STUDIO CARUSO
HS23 - REDESIGNING MUSEUMS

OFFICE MANUAL

STANDARD FURNITURE AND FURNISHINGS
FOR OFFICE MUSEUMS

BY
ANNA ROTHSTEIN
CAMILLA ALVES NUNES KÖPPEL

TABLE OF CONTENTS

1. Introduction.....	3
2. Who are we ?.....	4
3. Idea.....	5
4. Concept.....	6
5. Office Rooms.....	7
6. Meeting Space.....	8
a. short description.....	8
b. objects.....	9
c. furnishing option - meeting space.....	10
7. Workspace.....	11
7.1 Group Work.....	12
a. short description.....	12
b. objects.....	13
c. furnishing options - group work.....	14
7.2 Partial group work.....	15
a. short description.....	15
b. objects.....	16
c. furnishing options - partial group work.....	17
7.3 Individual Work.....	18
a. short description.....	18
b. objects.....	19
c. furnishing options - individual work.....	20
8. Case Studies.....	21
8.1 Case Study: Museum Rietberg, Zurich, Switzerland.....	21
8.2 Case Study: Indianapolis museum of art at newfields, Indiana, U.S	
.....	22
9. Bibliography.....	24

1. INTRODUCTION

The last forty years have been a great success for museums and for museum architects. Never have so many of these institutions been constructed in so many different places. Their popularity reflects the global expansion of tourism and the pressure for cities and towns to develop their attractions. The financialization of art has meant that as collectors and their collections have immeasurably expanded, so too must the provision of museums.

Whilst museum extensions are always sold as being about making more of the collection accessible to a wider public, thanks to the support of generous benefactors. In reality, these generous benefactors often conceal a problem in the museum's neutrality and transparency about their exhibits, their funds, their underlying structures. Radical social change movements kept emerging around the globe those past years: amnesty international, black lives matter, #metoo, women's rights movements, climate strikes. Art and culture couldn't get past the critics and necessarily, also come under fire. In the last decade the critique of these platitudes has intensified.

While the museum has the power to change many things in our society, it seems incapable of doing so these days. Instead, it seems to be an institution that seeks to maintain the power system in place. Very often, the image of the museum as an inclusive cultural public space is fictitious, concealing a space dominated by the ongoing elitism of its employees and audience. Museums remain structu-

res that bear witness to existing wealth disparities, mirrors of colonialism and the exclusion of historically marginalized groups. Their exhibitions are often racist and sexist, and the infamous origins of their collections do nothing to improve their image. Museums themselves have acknowledged that things must change.

So what can we do about a problem like museums ?

Tearing down the museum and its buildings thus starting everything again wouldn't be a sustainable solution and probably wouldn't change the inherent problem of the institution and its structure. Confronting historical problems is always more productive than erasing them, especially since you can't erase them.

We also don't know, what the perfect solution is. It will probably take years to transform those institutions.

At the same time, the furnishings transform the museum into a temporary office promoting work at different levels with classwork workshops or Researches.

2. WHO ARE WE?

We are non-art professionals, we are students, whose work is usually excluded or underrepresented in the official words or art. We are people who would like to learn how difficult social uses can be investigated and presented through artistic means. We're not losing hope in the idea that things can still change and that art has enormous potential to shift society.

Guided by past disruptors in the art world: Group Material (1979-96), and through different texts and references, our aim is to question how the museum and its collections could more closely reflect and engage with the societies that they are a part of - with the community of Zurich in 2023, and open a way to proposals to 'hack' both the organisation as well as the architecture of the museum, in order to make these spaces places of inclusion and diversity.

3. IDEA

The public perception of museums is determined in particular by the exhibitions and events that attract the public. However, the most important part of a museum's tasks is hidden: discussion and research.

The office manual: standard furniture and furnishings for office museums is a type of construction manual, that aims to provide an international concept for Museums. It offers a place for the development and discussion of the current relevant researches. The manual is for learners, students, researchers, urban workers as well as international research workers from museums worldwide. The idea is to promote collaboration regionally and internationally. The museum is transformed into an office for a cer-

tain period of time and made available to groups.

Groups have the freedom to curate their own collections based on their own personal interpretations and needs of an office and different types of work.

4. CONCEPT

The concept behind the office museum is the flexible furnishing of the available rooms. The furnishings can be arranged according to the needs and requirements of the workers and the current topics. The inventory is kept as it is. The rooms are only defined by furniture and power connections. The standard furniture of the respective region, serves as the basis. We focus on the lightness and simplicity of the furniture so that future changes to the furnishings can be made quickly and easily. Chests of drawers, shelves and cupboards can be used as room-dividing

elements. The orientation and number of pieces of furniture define the number of workers in this area. Flexible elements such as movable, changeable and supplementary objects complete the idea of adaptability and flexibility of the space.

5. OFFICE ROOMS

The manual defines the 2 most important rooms in the office: the meeting room and the workroom. The workroom is the area where research is carried out. We divide the workroom into group work, partial group work and individual work. This division depends on the needs and number of people who want to use the room. The meeting room is the area where the subsequent discussion takes place. Both rooms are continuously connected to each other.

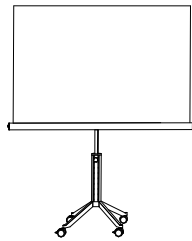
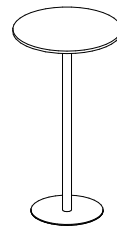
6. MEETING SPACE

SHORT DESCRIPTION

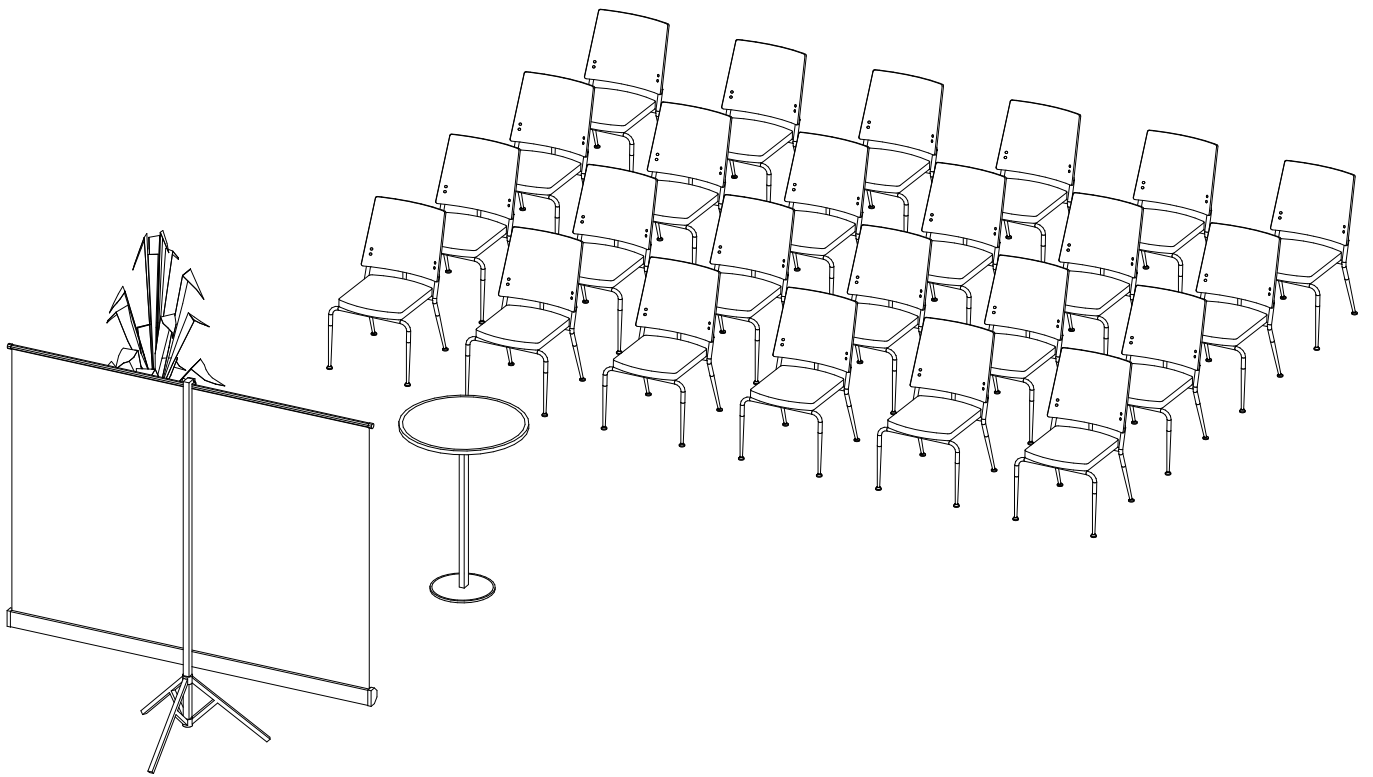
The meeting room is a place where workers can hold discussions in larger groups. It can serve as both the starting point and the end point of the work process.

It should be an open space that encourages communication between workers. Seating should be arranged in a circular pattern to encourage discussion and collaboration.

OBJECTS



FURNISHING OPTION - MEETING SPACE



7. WORKSPACE

SHORT DESCRIPTION

The work area deals with the development of the discussion. The focus of the work area depends on the person and their needs. The work area is divided into group work, partial group work and individual work.

7. WORKING SPACE

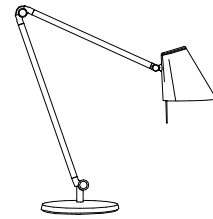
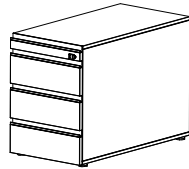
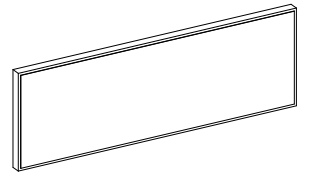
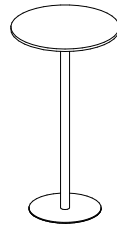
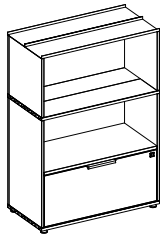
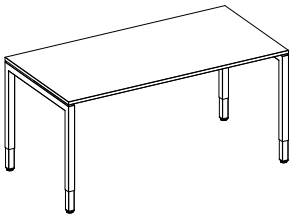
7.1 GROUP WORK

SHORT DESCRIPTION

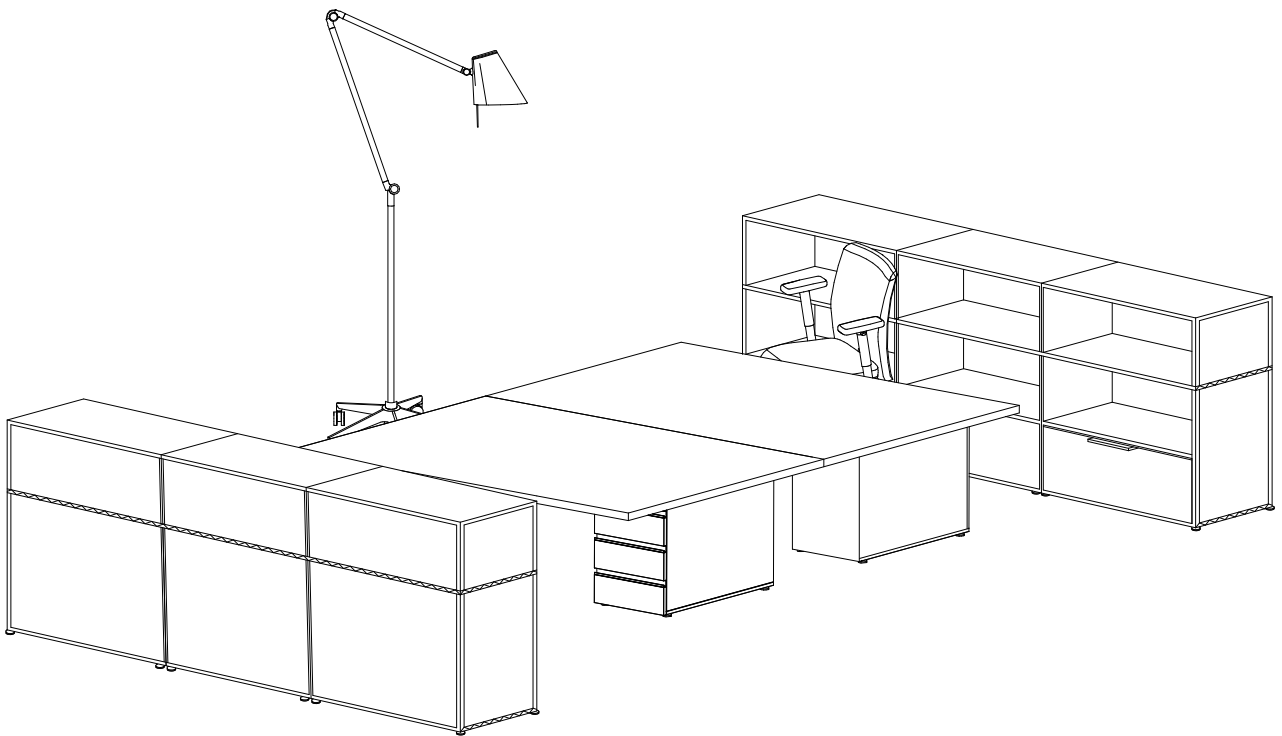
This section shows the most important elements of an office designed for collaboration. The work area for group work is an open space that encourages communication. Commodes serve as room-dividing elements and allow visual contact with neighboring areas.

The choice of furniture supports collaboration between workers. If furniture is missing, it can be replaced by assembling individual pieces of furniture.

OBJECTS



FURNISHING OPTION - GROUP WORK



7. WORKING SPACE

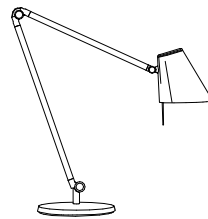
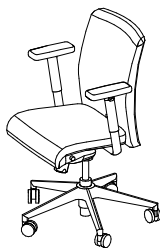
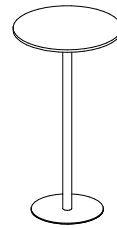
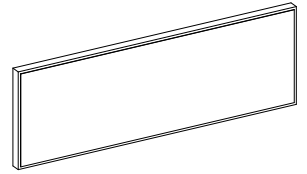
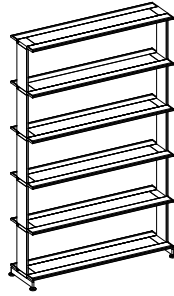
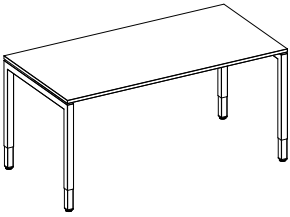
7.2 PARTIAL GROUP WORK

SHORT DESCRIPTION

This section shows one way of setting up an office for partial group work. The partial group work area offers a quieter alternative to group work. In contrast to group work, the number of people is smaller. This partial group work area uses shelving as the room-encompassing furniture.

The furniture is designed for smaller groups, but still encourages communication. If furniture is missing, it can be replaced by assembling individual pieces of furniture.

OBJECTS



FURNISHING OPTION - PARTIAL GROUP WORK



7. WORKING SPACE

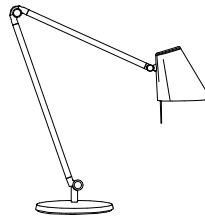
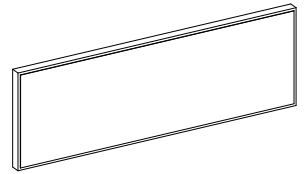
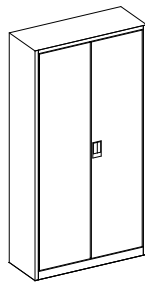
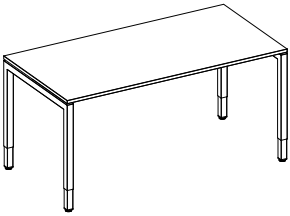
7.3 INDIVIDUAL WORK

SHORT DESCRIPTION

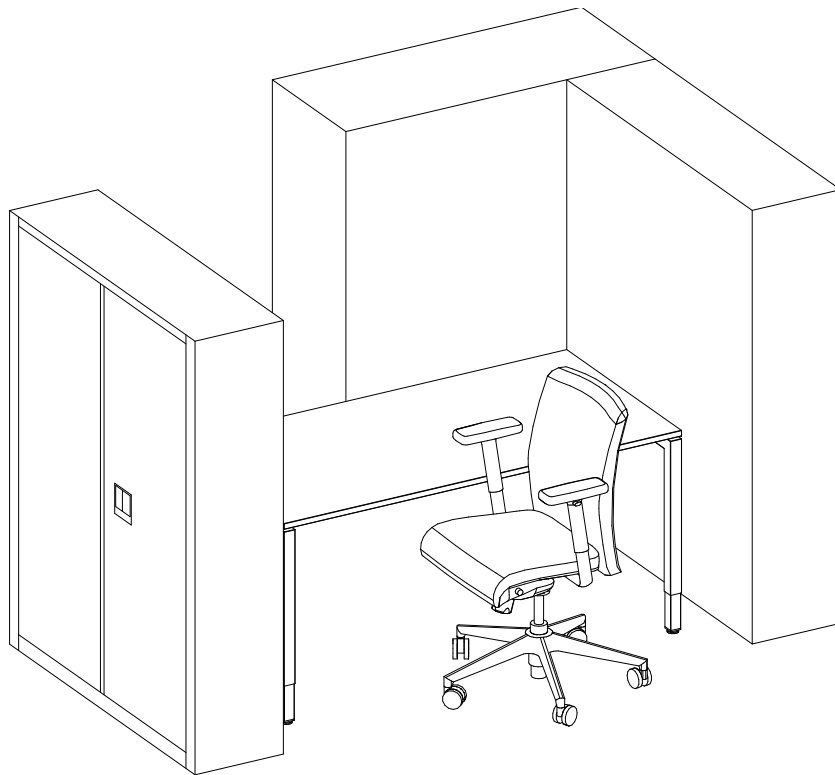
This section shows an individual furnishing option. The interaction and communication between workers is minimized. It offers a quiet place in contrast to the other two work areas. Closed cabinets are used as room-dividing elements.

The choice of furniture encourages individual work and is intended to provide workers with a place to concentrate on their work.

OBJECTS



FURNISHING OPTION - INDIVIDUAL WORK



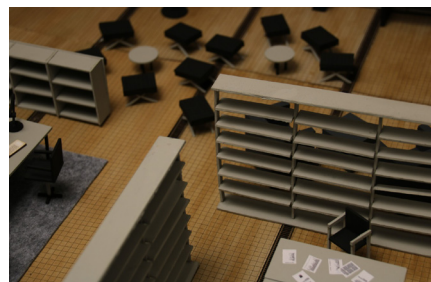
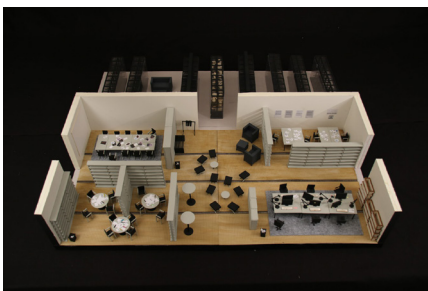
8. CASE STUDIES

8.1 CASE STUDY: RIETBERG MUSEUM, ZURICH, SWITZERLAND

SHORT DESCRIPTION

The concept behind the office museum for the Rietberg is the division of the workspaces in the different spaces in the first floor Villa Wesendonck and the first underground floor of the museum. The information and meeting rooms are in the Villa Wesendonck. There, workers can deepen their discussions and seek relaxation. In the underground floor the workroom is located, which forms the heart of the floor. International Benin research workers can use the space for work and research, enabling an intimate collaboration between the museum and the workers and their produced content.

Surrounding the workroom is the storage room with the contents of the museum. Small empty spaces in the dense storage room make an exception and allow visitors and researchers to continue their work individually or in groups. The museum can make the workrooms available to the public before, after or during the working process, thereby involving the public (students, researchers, urban workers, etc.).



8.2 CASE STUDY: INDIANAPOLIS MUSEUM OF ART AT NEWFIELDS, INDIANA, U.S

GSA Contract Holder



Contract #: 47QSM22A08N5
Award Date: December 13, 2021

Metro Office Solutions
Workplace Management

Indiana
FURNITURE



Image shows NSN# 7110-01-654-8342 14" Desk, Bridge, and Credenza Grouping with NSN# 7110-01-654-8343 Surface Mount Hutch, and NSN# 7110-01-654-8347 Mid-Back Swivel Chair.

Surface Mount Hutches

15"D x 66"W x 51"H
15"D x 72"W x 51"H



NSN# 7110-01-654-8342
32" x 66" W x 15" D Surface Mount Hutch with Locking Doors, 30" LED Task Light, and Keyboard Tray. Shown in Ensign Walnut Finish.



NSN# 7110-01-654-8343
32" x 72" W x 15" D Surface Mount Hutch with Locking Doors, 30" LED Task Light, and Keyboard Tray. Shown in Mahogany Walnut Finish.



NSN# 7110-01-417-0782
32" x 72" W x 15" D Surface Mount Hutch with Locking Doors, 30" LED Task Light, and Keyboard Tray. Shown in Ensign Walnut Finish.



NSN# 7110-01-417-0783
32" x 72" W x 15" D Surface Mount Hutch with Locking Doors, 30" LED Task Light, and Keyboard Tray. Shown in Mahogany Walnut Finish.

GSA NSN Traditional Casegoods, Storage, and Tables
Contract #: 4709KA22A086 Award Date: December 15, 2021

Metro Office Solutions
Workplace Management Indiana 20
FURNITURE



Image shows NSN# 7110-01-388-5063 Table and NSN# 7110-01-622-3888 Armless Guest Seating.

Tables + Accessories

COMPUTER
42"D x 30"H
48"D x 30"H



NSN# 7110-01-388-5148
42" x 30" Circular Table Top with Queen Anne Base. Shown in Ensign Walnut Finish.



NSN# 7110-01-388-5063
42" x 30" Circular Table Top with Queen Anne Base. Shown in Mahogany Walnut Finish.



NSN# 7110-01-246-3065
48" x 30" Circular Table Top with Queen Anne Base. Shown in Ensign Walnut Finish.



NSN# 7110-01-388-5194
48" x 30" Circular Table Top with Queen Anne Base. Shown in Mahogany Walnut Finish.



NSN# 7110-01-195-6406
36" x 24" x 30" Computer Work Table with Casters and a Keypad Tray and Arm Rest. Shown in Ensign Walnut Finish.



NSN# 7110-01-388-5117
36" x 24" x 30" Computer Work Table with Casters and a Keypad Tray and Arm Rest. Shown in Mahogany Walnut Finish.

GSA NSN Traditional Casegoods, Storage, and Tables
Contract #: 4709KA22A086 Award Date: December 15, 2021

Metro Office Solutions
Workplace Management Indiana 23
FURNITURE



Image shows NSN# 7110-01-155-7460 Table Desk, NSN# 7110-01-155-7462 Credenza, NSN# 7110-01-155-7463 Vertical Hutch, and NSN# 7110-01-622-3843 High-Back Swivel Seating.

Table Desks

36"D x 72"W x 30"H
30"D x 66"W x 30"H



NSN# 7110-01-154-6985
30" x 66" W Table Desk with Center Drawer and Straight Legs. Shown in Ensign Walnut Finish.



NSN# 7110-01-388-5159
30" x 66" W Table Desk with Center Drawer and Straight Legs. Shown in Mahogany Walnut Finish.



NSN# 7110-01-155-7460
36" x 72" W Table Desk with Center Drawer and Straight Legs. Shown in Ensign Walnut Finish.



NSN# 7110-01-388-5073
36" x 72" W Table Desk with Center Drawer and Straight Legs. Shown in Mahogany Walnut Finish.

GSA NSN Traditional Casegoods, Storage, and Tables
Contract #: 4709KA22A086 Award Date: December 15, 2021

Metro Office Solutions
Workplace Management Indiana 15
FURNITURE

Storage + Filing

4-HIGH BOOKCASES



NSN# 7110-01-195-6423
34" x 24" x 49" 4-High Bookcase with Two Adjustable Shelves and One Fixed Shelf. Shown in Ensign Walnut Finish.



NSN# 7110-01-388-5196
34" x 24" x 49" 4-High Bookcase with Two Adjustable Shelves and One Fixed Shelf. Shown in Mahogany Walnut Finish.



NSN# 7110-01-195-6422
36" x 24" x 49" 4-High Bookcase with Two Adjustable Shelves and One Fixed Shelf with Glass Inserts. Shown in Ensign Walnut Finish.



NSN# 7110-01-388-5219
36" x 24" x 49" 4-High Bookcase with Two Adjustable Shelves and One Fixed Shelf with Glass Inserts. Shown in Mahogany Walnut Finish.



NSN# 7110-01-383-8142
34" x 24" x 49" 4-High Bookcase with Three Adjustable Shelves and One Fixed Shelf. Shown in Ensign Walnut Finish.



NSN# 7110-01-383-8144
34" x 24" x 49" 4-High Bookcase with Three Adjustable Shelves and One Fixed Shelf. Shown in Mahogany Walnut Finish.

5-HIGH BOOKCASES

GSA NSN Traditional Casegoods, Storage, and Tables
Contract #: 4709KA22A086 Award Date: December 15, 2021

Metro Office Solutions
Workplace Management Indiana 18
FURNITURE

9. BIBLIOGRAPHY

- De Piccoli Léa, Yang Xiaoyu (Vivian), Alves Nunes Köppel Camilla, Oberholzer Laura, Rothstein Anna, Züst Romina (2023): A discussion on the museum institution and its collection, wo what where when how - a project for Museum Rietberg, Number 1, Zurich, Switzerland