



MUSEUM INTERPRETATION WORKSHOPS SCHEDULE & PARTICIPANTS Salt Lake City & Provo – 2023-2024

The Museum Interpretation Workshop program is a series of 5 full-day linked workshops that offer participants hands-on learning experiences about museum interpretation and exhibit development. Participants learn how to research, design, and produce their own interpretive exhibits, receive resources and equipment to help them do so, and develop lasting relationships along the way. Participants will work independently on their own exhibit project (3-10+ objects), supported by workshop facilitators as needed. Workshop facilitators will visit each exhibit prototype to give feedback before completion of final project.

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1) WORKSHOP #1 – October 23, 2023 – Telling Our Stories: Introduction to Museum Interpretation

Activities: Participants will:

- Learn about national standards for museum interpretation
- Understand the concepts, elements, and evaluation of interpretive exhibits
- Discover tools to plan and manage their own interpretive exhibit project

2) WORKSHOP #2 – November 13, 2023 – Finding Our Stories: Researching Collections & Communities

Activities: Participants will learn to:

- Locate appropriate published and unpublished sources that yield relevant information
- Evaluate sources to establish their accuracy, authenticity, bias, and significance
- Conduct archival and community research to place objects and stories in context

3) WORKSHOP #3 – January 8, 2024 – Designing Our Stories: Well-Structured Exhibits

Activities: Participants will learn to:

- Hone a theme around which to focus an exhibit, supported by well-selected objects and materials
- Structure and design an interpretive exhibit
- Exhibit objects attractively and safely

4) WORKSHOP #4 – February 12, 2024 – Writing Our Stories: Exhibit Labels

Activities: Participants will learn to:

- Assemble information from various sources to craft compelling and credible narratives
- Write different types of labels and supporting texts that work together to tell a story
- Produce professional-looking, low-tech labels

5) WORKSHOP #5 – March 11, 2024 – Teaching Our Stories: Museum Education

Activities: Participants will learn to:

- Relate current educational philosophy and basic learning theories to their museum
- Apply a variety of tools to educate in their museum (labels, tours, self-guides, public programs, etc.)
- Teach in the museum through informal interactive tours
- Develop self-guides of their exhibit to enhance visitor experiences

SCHEDULE FOR MUSEUM INTERPRETATION WORKSHOPS – 2023-2024

DATE	OVERALL TASK	PROJECT ASSIGNMENTS	ASSOCIATED READING
October 2023	Prepare for Workshop Program	<ul style="list-style-type: none"> Review & sign participation agreement Review this document 	<i>Don't miss the GREAT resources listed in Additional Readings for each section!!!</i>
October 23, 2023 9:00am to 5:00pm Utah Museum of Fine Arts, Salt Lake City	Attend Workshop #1 <i>Telling Our Stories: Introduction to Museum Interpretation</i>		
November 2023	Start overall planning for exhibit, including assessment of needs, project team and assignments, thinking about theme, possible objects and props needed.	<ul style="list-style-type: none"> Complete Exhibit Planning Worksheet (draft 1) Draft a project timeline with role assignments 	<u>Binder Readings - Intro Workshop #1</u> Readings introduce interpretation in the museum setting, exhibit planning, and evaluation of visitor experiences.
November 13, 2023 9:00am to 5:00pm BYU Library Special Collections, Provo	Attend Workshop #2 <i>Finding Our Stories: Researching Collections & Communities</i>	<ul style="list-style-type: none"> Bring and hand in or email in advance: <ul style="list-style-type: none"> - Exhibit Planning Worksheet (draft 1) - Project timeline and role assignments 	
November & December 2023	Research exhibit theme and objects.	<ul style="list-style-type: none"> Update Exhibit Planning Worksheet (draft 2) Work on research survey log Document at least one key object in exhibit using Object Information Worksheet 	<u>Binder Readings - Research Workshop #2</u> Readings focus on how-to tips for research of topics and objects.
January 8, 2024 9:00am to 5:00pm Utah Museum of Fine Arts, Salt Lake City	Attend Workshop #3 <i>Designing Our Stories: Well-Structured Exhibits</i>	<ul style="list-style-type: none"> Bring and hand in or email in advance: <ul style="list-style-type: none"> - Exhibit Planning Worksheet (draft 2) - Research survey log - Object Information Worksheet for at least one key object in exhibit 	
January 2024	Start translating research into reality by refining exhibit theme, visualizing how exhibit will look, considering object layout and safe display.	<ul style="list-style-type: none"> Update Exhibit Planning Worksheet (draft 3) Sketch an exhibit layout plan Considerations for safe object display 	<u>Binder Readings - Design Workshop #3</u> Readings focus on elements of exhibit design, plus object conservation considerations (display environment, materials, mounts, etc.)

DATE	OVERALL TASK	PROJECT ASSIGNMENTS	ASSOCIATED READING
February 12, 2024 9:00am to 5:00pm Utah Museum of Fine Arts, Salt Lake City	Attend Workshop #4 <i>Writing Our Stories:</i> <i>Exhibit Labels</i>	<ul style="list-style-type: none"> Bring and hand in or email in advance: <ul style="list-style-type: none"> - Exhibit Planning Worksheet (draft 3) - Exhibit layout plan (draft) - Considerations for safe object display 	
February 2024	Start translating research into reality by actually drafting exhibit labels and written support materials.	<ul style="list-style-type: none"> Update Exhibit Planning Worksheet (draft 4) Compile research into rough exhibit outline Draft exhibit labels using Label Tracker Form (main intro, sub-themes, objects, tombstones) 	<u>Binder Readings - Writing Workshop #4</u> Readings detail basic writing do's and don'ts, specific considerations for exhibit labels, and instructions for constructing your own in-house labels.
March 11, 2024 9:00am to 5:00pm Utah Museum of Fine Arts, Salt Lake City	Attend Workshop #5 <i>Teaching Our Stories:</i> <i>Museum Education</i>	<ul style="list-style-type: none"> Bring and hand in or email in advance: <ul style="list-style-type: none"> - Exhibit Planning Worksheet (draft 4) - Rough outline - Current exhibit labels in Label Tracker Form 	
March 2024	Incorporate educational materials into your exhibit.	<ul style="list-style-type: none"> Update Exhibit Planning Worksheet (FINAL) Draft exhibit education plan Draft exhibit self-guide 	<u>Binder Readings - Education Workshop #5</u> Readings show how thinking about audience participation can enrich learning experiences for visitors.
April 8, 2024	Assignment Due Date	By April 8, email to Megan at vanfrank@utahhumanities.org : <ul style="list-style-type: none"> - Exhibit Planning Worksheet (FINAL Version) - Draft education plan - Draft exhibit self-guide 	
April-May 2024 (Dates to be negotiated)	Site visits to individual projects and evaluation	<ul style="list-style-type: none"> Install prototype of your exhibit by time of facilitator site visit so we can give you feedback Create your own visitor survey (welcome to use one of the templates provided) Site visits by facilitator(s) to individual museums in early June - dates to be arranged 	
Summer 2024	Wrap up	<ul style="list-style-type: none"> Finalize exhibit as needed based on visitor feedback and facilitator comments from site visit Exhibit Project FINAL REPORT due to Utah Humanities by August 1, 2024. 	