



Facilitator notes: Introduction to the toolkit

This toolkit is designed to support museums to produce 'sensational' museum interventions and full sensational exhibitions. That means working with disabled, neurodiverse, d/Deaf and nondisabled people to co-create museum interpretation/experiences where no one sense is necessary or sufficient.

The toolkit is split into five modules. The first four modules are designed for museum staff as in-house workshop sessions. The in-person meetings will each take a maximum of 2 ½ hours (to include time for breaks!). There will also be some short activities to be done before and after the workshop. Before, this will involve listening to some short (10–20 minute) podcasts. After the workshops there will be some reflection activities (again, short, around 10 minutes).

In terms of the timing/scheduling of these module workshops, they can be done one per week, or they could be done one per day in a single week. It entirely depends on what will work best for your museum.

Module 5 is the co-creation module. There are actually a minimum of four 'workshops' for co-creators within that module. How many co-creation workshops you have will depend on your timeline, scope, and budget. Modules 5c and 5d have been designed to be split into multiple sessions where necessary, or repeated as many times as needed for your project. More information on how this would work can be found in the facilitation notes for the modules.

Please feel free to adjust this process to better work for your museum and its design partners (if you have them).

Information for the workshop facilitator/organiser:

Who takes part

As museum work is collaborative and the creation of exhibitions is rarely the sole work of one individual, the internal modules are designed to be done by multiple people across the museum.

The first four workshops provide an introduction to the core principles of the Sensational Museum project, and we think that they will be interesting for staff across the museum, to support understanding of the project, and hopefully to increase buy-in across the museum. Our research has shown that in order to make museums accessible and multisensory, there needs to be wide institutional support, particularly at upper management levels. We greatly encourage you to include a wide range of colleagues in this process, including from non-curatorial departments.

It's great to include volunteers in the toolkit process but the extent/scope of their involvement will very much depend on each individual volunteer, what they do in the museum, their experience, and their relationship with the back of house museum team.

We have created a guide to help facilitate the inclusion of volunteers and non-curatorial staff in the toolkit process which can be found [here](#).

Module 5 will likely have one or two museum staff involved, along with the co-creators and museum designer practitioners.

The co-creation process has been designed to include and work with one or more museum design practitioners. This can be someone who works internally at the museum or someone who you have contracted for this work. It offers guidance on how to create a brief which can be shared with designers, from a template which has been created in collaboration with museum designer practitioners.

These internal modules contain some activities which can be done individually and some which need to be done in a group. There are also pre- and post-workshop tasks. More information on these, and rough guidance on how long each activity will take, can be found in the facilitator notes for each module.

Your role as facilitator

As facilitator, you will be running the workshops within the modules. We also ask you to organise/send out the emails to participants. In advance of the sessions these will include the pre-workshop tasks; after the workshops, they will remind them of the post-workshop tasks. We have drafted these emails, but please do feel free to reword them as you would like. The drafts are simply to try to make the process less burdensome for you.

Organisation of online resources for the modules

A guide to the resources:

- All of our resources are designed to be as accessible as possible.
- The worksheets have been designed to be used in different formats depending on personal preference. They can be printed or accessed on a screen and are all designed to be fully screen readable.
- There are Easy Read versions of all the resources for the co-creator workshops.

There are facilitator notes for each module, and for each workshop. These will explain the main aims of the module and workshop activities.

Each module page will also contain draft emails with the instructions for the participants for each workshop. This will include a brief explanation of:

- What it is for.
- What the process is like.
- What is expected of you.
- What the outcomes will be.

Where there are pre-workshop tasks, these will be described in the pre-workshop email.

There will also be post-workshop emails for each of the four staff workshops/modules.

The Modules

Module 1 – Sensational Mindset	Internal	Introducing key themes and getting you thinking in a more multisensory way
Module 2 – Inclusive Mindset	Internal	Introducing more key themes
Module 3 – Getting ready for co-creation	Internal	Getting you ready for co-creation – focusing on making your museum accessible for co-creators
Module 4 – Creating a narrative brief for co-creators	Internal	Getting you ready for co-creation – creating a narrative brief for co-creators

Module 5 – Doing co-creation	With co-creation groups (split across a minimum of four sessions)	Co-creating a multisensory intervention with a pan-disability group
-------------------------------------	---	---