



STORIES STRAEON



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Stories//Straeon
Volunteer Information Pack

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Stories//Straeon Project – 2017

OVERVIEW OF STORIES//STRAEON

***Stories//Straeon* will be run by youth volunteers who will conduct their own investigative research into the tradition and culture of charity work and community building during the war years.**

Young people will also have the chance to earn their Bronze Arts Award, an accreditation from Trinity College London, by producing a number of participatory arts activities, a series of short films, and other digital media to be used in the open day exhibitions to tell the stories from the home front.

Heritage materials from the project will be incorporated into digital exhibits and collections, both bespoke for the engagement events as well as those already in existence, such as The Chronicle Project, People's Collection Wales, and the Home Front Legacy. These outputs will be available even after the events come to an end through the distribution of learning packages for local schools with ideas of how to use the material in lesson plans.

***Stories//Straeon* runs in parallel with many other projects and events marking the centenary of WWI.**

GOALS

The Stories//Straeon Project is a program created to help young people (ages 16-25) in Cardiff earn qualifications and gain experience working in the arts & cultural heritage sectors.

Project Goals:

- Volunteers will conduct research into the history of volunteering, charities, and charity work during WWI in Cardiff.
- Volunteers will digitize any heritage materials relating to research area and create an online collection. as well as upload these materials to already existing collections
- Volunteers will use these materials to create a series of creative digital outputs (short films, iDocs, apps, etc.) to use as submissions for their Arts Award
- Volunteers will organize a series of open day events for families at three local cultural heritage institutions that will take place between 27 May - 2 June.

By the end of the project, you will:

- Earn an Arts Award from Trinity College London
- Earn a Level 2 Accreditation in Digitization for Museums, Libraries & Archives awarded by the Agored Cymru
- Become a Digital Champion through training by Digital Communities Wales
- Learn to be both a team member and leader by organizing three open day events at cultural heritage institutions around Cardiff
- Have obtained events management experience and created new relations in their professional networks in the public history, heritage, and arts sector

REQUIREMENTS

Volunteers must:

- Attend as many team meetings and outings as possible
- Commit to volunteering 5 hours per week
- Work both in teams and individually
- Stay with the project from February until June
- Keep in communication both with team members and project lead regarding updates and developments

****This project will not be able to be finished without the extra effort you put in outside of team meetings.**

If you want to use this project as a platform to begin learning new skills, earning qualifications, and gaining experience, it is important to understand that individual work will be required for research, digitization, uploading and cataloguing material, and planning events, as well as working on your digitization accreditation and arts award submission.

TIME KEEPING

Volunteers must keep track of their contributed hours.

Our team will use TickSpot - it's a tool in which you input your hours whenever you volunteer. You should have received your details in your induction emails about how to login and use TickSpot.

Stories//Straeon TickSpot Page:

<https://stories-straeon.tickspot.com/>

COMMUNICATION

The team as a whole, and the subgroups, will all communicate using Slack.

You will be invited via email to join the project's Slack page.

<http://straeon.slack.com>

REIMBURSEMENT FOR EXPENSES

All volunteers are entitled to be reimbursed for some of the expenses they incur while volunteering. These expenses include:

Lunch: £3.00 per day

Travel: up to £3.60 per day (cost of a round trip bus ticket)

PROGRAM STRUCTURE

- Volunteers will work in teams, with each team devising their own project plan to manage what kinds of films, apps, exhibits, etc. they will create.
- Each team will conduct their own research (**both individually and in groups**) in order to find cultural heritage materials to use in their outputs to create a story about the Cardiff Home Front during WWI.
- All stories need to somehow incorporate materials about charities, charity work, and volunteering.
- Each team is responsible for creating at least one film or iDoc, as well as one other type of creative output. Your team may create more than two if desired.
- Each team will be in charge of one open day event at their designated location.

The end goals of the program are to have created a number of outputs not only for the use in your portfolio submission but also for the open day events. You and your team will need to plan how to incorporate your creative outputs into the open day events.

IMPORTANT DATES

Team meeting dates may be adjusted for attendance, but remember you need to be present for 2/3 of team meetings for your arts award qualifications.

February

First Team Meeting: 18 February @ 11:00 Radio Cardiff

Visit to Artes Mundi: 25 February @ 11:00, National Museum

Archive Research Training: 27 February @ 10:00, Glamorgan Archives

March

Cardiff Story: 4 March @ 11:00, Introduction to WWI History

Digitisation Training w/ Peoples' Collection Wales: 15 March @ 10:00, Glamorgan Archives

Team Meeting: 22 March - Location TBC

Team Meeting: 29 March - Location TBC

April

Museum Objects & Exhibition Workshop: 3 April @ 10:00, Cardiff Story

Arts Award Planning Session: 12 April, Time & Location TBC

Team Meeting: 26 April - Time and Location TBC

**Digitisation Accreditation Work Due: Emailed to Lara by 28 April no later than 17:00

May

Digital Champions Training: 3 May - Time & Location TBC

****Films/iDocs Finished: 13 May**

Team Meeting: 18 May - Time & Location TBC

Digital Outputs Finished: 20 May

Team Meeting: 24 May - Time & Location TBC

****OPEN DAY EVENTS: Take place between 29 May and 2 June**

30 May: Cardiff University Special Collections

June

Final Arts Awards Portfolio Consultations Begin: 13 June

****Arts Awards Portfolios Due: 23 June**

ARTS AWARD

The Arts Award is a range of qualifications designed to help people grow in the arts and continue to develop creativity, communication, and leadership skills.

Arts Award is a qualification managed by Trinity College London in association with the Arts Council.

Stories//Straeon may not seem like your typical art project. However, Arts Award has been designed to support art in all forms. So, what is meant by the arts?

- Performing arts (music, dance, drama, storytelling, circus)
- Visual arts, craft, and design (painting, drawing, ceramics, sculpture, design, architecture)
- Literature (poetry, fiction, journalist, scriptwriting, storytelling)
- Media & Multimedia (photography, film, broadcasting, web design, games design)
- Heritage activities (visits, workshops, provided that the focus is on arts knowledge, appreciation, skills)

As you can see, there are many ways you might be able to interpret these arts and incorporate them into the Stories//Straeon Project. We will be creating films, writing scripts, telling stories, working within the heritage sector, designing education materials, building websites and apps, and more. What will your focus be? The decision is yours!

REQUIREMENTS FOR OBTAINING AN ARTS AWARD WITH STORIES//STRAEON

- Successful completion of all four units with sufficient evidence
- Finished Outline of Arts Award Completion Plan (to be created with your arts award adviser)
- Attendance to at least 2/3 Trainings and Meetings
- Attendance to open day events
- At least 75 hours contributed to the project from start to finish (measured by time sheets) for bronze, 95 hours for silver

Units

Bronze Award

1. Explore the arts as a participant
 - a. Stories//Straeon project allows you to become filmmakers and the creators of digital and interactive media in a cultural heritage setting
 - b. Participant must demonstrate in their portfolio:**
 - i. Their participation in the art form (filmmaking, creation of app, etc.)
 - ii. Participation in a discussion about how to develop arts practice

- iii. Improvement in their personal arts practice (through self evaluations & reflections)
 - iv. Examples:
 - 1. Photos of you & your team at work on the project
 - 2. Final outputs – at least two (2) short films or iDocs per team
 - 3. Proof of planning and attendance to team meetings for the open day events

- 2. Explore the arts as an audience member
 - a. Stories//Straeon has planned for a number of different outings to cultural venues around Cardiff for volunteers to be the audience (and critic) of arts
 - b. Artes Mundi, Firing Line, National Museum, Cardiff SCOLAR, Glamorgan Archives
 - c. Participant must demonstrate in their portfolio:**
 - i. Reflection on personal enjoyment and quality of the event(s)
 - ii. Evidence of participation in discussion about the arts event(s)
 - iii. Evidence of attendance at one arts event (brochure, postcard, ticket, photo)

- 3. Arts inspiration
 - a. Each volunteer must research an arts related topic of their choice that is relevant to the project and the intended outcome of creating films and interactive media
 - b. Choose a director/editor/filmmaker/etc. and analyse their filming techniques, editing techniques, director biographies, stylistic methods, etc.
 - c. Consultation meetings will be scheduled so that you may consult with your assessor/advisor, who will advise on where this information may be found
 - d. Participant must demonstrate in their portfolio:**
 - i. Evidence of research into, and appreciation of, the work of an artist (director, editor, etc.)
 - ii. Write-up of what they have learnt from their research into the person's arts career, life, and work
 - 1. Why did you choose this person?
 - iii. Examples: Use a filmmaking technique that you have researched in your short films or interactive media, record a video of yourself giving a short presentation about that person and how you incorporated their stylistic methods into the project

- 4. Arts skills share
 - a. The final unit is to show how you can pass on the skills you have been learning to others. You may create a short workshop or a

presentation, perhaps at the open day events at the end of the project?

- b. **Participant must demonstrate in their portfolio:**
 - i. An explanation of their activity, why they chose it, plans they've made to share it
 - ii. Evidence of the activity and how they passed on the skills to others
 - iii. Reflection on how it went
- c. Examples: Film yourselves giving a tutorial at the open days on how to frame a subject, give a presentation at the open day event on how to crop and edit photos, etc.

Silver Award (more information on request)

- 1. Arts practice & pathways
 - a. Identify and plan an arts challenge
 - b. Implement and review the arts challenge
 - c. Review arts events
 - d. Arts research
- 2. Arts leadership
 - a. Identify leadership role and plan the project's aims
 - b. Plan the practice issues
 - c. Effective arts leadership
 - d. Working effectively with others
 - e. Review the project and leadership role

YOUR PORTFOLIO

Each volunteer has been given a space online for their digital portfolio on ArtsBox (artsbox.co.uk) Your information will be emailed to you, or see your adviser for more details. You can also log your evaluations, reflections, and thoughts in your arts box and these can also be used as evidence criteria for your arts awards submissions.

You will be provided with a number of opportunities to meet with your awards adviser (Lara) in order to plan and manage your portfolio so that it is ready for submission. Each portfolio needs to contain evidence of the following units in order for you to receive a 'pass'.

PLANNING & CONSULTATION MEETINGS

There are a number of different kinds of creative outputs that you may choose to create for your arts award submission. Here are a few examples of what you could choose:

- Short films
- iDocs
- Cultural heritage apps
- Educational packs (print or digital)
- Digital museum exhibit
- Websites
- If you have other ideas, see Lara for consultation

Each volunteer will have a number one-to-one consultation meetings with their arts award adviser (Lara) in order to construct project and portfolio plans to ensure they have the required materials and evidence needed to earn a pass on their arts award submissions. These will be scheduled in advance.

****Due date for arts award portfolio submission: 23 June 2017**

DIGITISATION ACCREDITATION

15 March: Digitisation Training with Peoples' Collection Wales

More details to follow.

****Due date for submission: 29 April 2017**

RESOURCES

The heritage focus of the project is specifically on volunteering, charities, and charity work in Cardiff between 1914-1920.

Some research areas you may want to look into further:

- Local schools
- Churches & their congregations
- The YMCA
- Hospitals & Nursing, VAD Nurses
- The Red Cross
- Food & Clothing Drives, Donations
- Belgian Refugees in Cardiff
- Nurses for Serbia
- Womens' Police Service

WEBSITES

1. Stories//Straeon Website: <http://stories.historyweekly.com>
2. VCS Cymru: <http://vcscymru.org.uk>
3. ArtsBox: <http://artsbox.co.uk>
4. Cardiff Story:
5. Digital Communities Wales:
6. Glamorgan Archives:
7. Cymru 1914: <http://cymru1914.org/en>
8. Peoples' Collection Wales: <https://www.peoplescollection.wales/>
9. Welsh Newspapers Online: <http://newspapers.library.wales/>
10. Whitchurch Hospital War Years: <http://whitchurchhospital.co.uk/?cat=14>
11. Cardiff & WWI: <http://sites.cardiff.ac.uk/share-with-schools/resources/wwi-in-cardiff/>
12. Glam. Archives WWI Log Book: <http://glamarchives.gov.uk/wp-content/uploads/2016/04/Cardiff-WWI-Log-Book-Summaries.pdf>
13. WWI & Belgian Refugees: <http://www.bbc.co.uk/news/magazine-28857769>

14. Grangetown & WWI: <http://www.grangetownwar.co.uk/>
15. Cardiff History Timeline: <http://www.cardiffians.co.uk/timeline.shtml>
16. WWI in Wales in Art: <http://www.bbc.co.uk/timelines/zsmhxsg>
17. Hospitals: http://1914-1918.net/hospitals_uk.htm
18. Wales Remembers: <http://www.walesremembers.org/>
19. Local schools: <http://www.walesonline.co.uk/news/local-news/world-war-one-how-schools-8665218>
20. Cardiff & The Vale During WWI: [link here](#)

BOOKS

Cardiff Central Library:

- Wales Between the Wars, edited by Trevor Herbert and Gareth Elwyn Jones
- Struggle or starve? : Women's lives in the South Wales Valleys Between the Wars, by Carol White
- Wales in an Age of Change 1815-1918, by Roger Turvey

Cardiff University:

- Aftermath : remembering the Great War in Wales, Angela Gaffney

RECORDS

Glamorgan Archives

- a. DNMW/11/1 - 3rd Glamorgan Artillery Volunteers
- b. DX229 – Welsh Regiment Museum Collection
- c. D818 – Charity Commission
- d. DBR/E/93 – Soldiers and Sailors Families Association (SSFA)
- e. DBR/90-95 – World War One
- f. DBR/E/95/2 – Glamorgan Red Cross Rules

- g. D593 – Societe Franco-Britannique
- h. DCOMC/1/15/9 – Newspaper cutting mentioning Red Cross
- i. DHPW – Prince of Wales Orthopaedic Hospital
- j. DCONC/5/52 – Glamorgan Constabulary
- k. GC/SJ/4/2 – Glamorgan Constabulary Advances
- l. D601/7 – Belgian Refugees
- m. DXNX/5 – National War Aims Committee

Cardiff University Special Collections and Archives (SCOLAR)

- a. Women's National Land Service Corps, 1917-1918 Cardiff University Institutional Archives UCC/P/L&P/4
- b. Chappell, Edgar L. Housing problem in Wales. Cardiff: Welsh Housing and Development Association. 1920. Arts and Social Studies Salisbury: WG9.C
- c. Houses for workers. London: Technical Journals. 192?. Architecture Rare books: 728.30942 H.
- d. Hughes, W.R. (ed.) New town: a proposal in agricultural industrial, educational, civic, and social reconstruction. London: J.M. Dent & Sons Ltd. 1919.
- e. Welsh Housing & Development Association. Building for the future: how Wales is tackling her social problems. Cardiff: Welsh Housing & Development Association. 1917. Arts and Social Studies Salisbury: WG9.B
- f. Dickinson, G. After the war. London: Fifield. 1915. Arts and Social Studies: D646.D4
- g. Hutchins, B.L. and J.J. Mallon. Women in modern industry. London: G. Bell and sons. 1915.

TOOLS

Not sure what tools are available for you to use? Here's a list to help you get started. Don't feel like you have to try out every single one! Find one you like and think is relevant to the project.

**Be mindful of how you can use these tools to create exhibits for the public and tell stories about history and heritage.

Video/Photo/Sound Editing

- Blender: <https://www.blender.org/>
- Audacity: <http://www.audacityteam.org/>
- Pixlr: <https://pixlr.com/editor/>

Content Management Systems

- Wordpress: <https://wordpress.com/>
- Omeka: <https://omeka.org/>
 - Examples: <https://omeka.org/showcase/>
- Drupal: <https://www.drupal.org/>
- Concrete5: <https://www.concrete5.org/>
- Collective Access: <http://collectiveaccess.org/>
- Neatline (also omeka plugin): <http://neatline.org/>

App Building

- Microsoft Siena: <https://www.microsoft.com/en-us/projects/siena/>
- Siberian: <https://www.siberiancms.com/>
- PhoneGap: <http://phonegap.com/>
- MIT App Inventor: <http://appinventor.mit.edu/explore/>
- Aurasma: <https://www.aurasma.com/>

Digital Humanities & Digital Storytelling Tools

- Scalar: <http://scalar.usc.edu/scalar/>
- Twine: <http://twinery.org/>
- Fungus: <http://fungusgames.com/>
- Odyssey: <http://cartodb.github.io/odyssey.js/>
- Zooniverse: <https://www.zooniverse.org/>
- All Our Ideas: <http://www.allourideas.org/>
- TimeMapper: <http://timemapper.okfnlabs.org/>
- Debate Graph: <http://debategraph.org/Stream.aspx?nid=65031&vt=bubble&dc=focus>
- RAW: <http://rawgraphs.io/>
- Tableau: <https://www.tableau.com/products/desktop>
- ZeeMaps: <http://www.zeemaps.com/>
- Looking for more? Go here: <http://dirtdirectory.org/>

CONTACT INFORMATION

Lara Taffer

Email: lara.t@vcscymru.org.uk

Phone: 0780 990 4623

Twitter: [@larra](https://twitter.com/larra)

Slack: <http://straeon.slack.com>