**Title of role:** Dragon Hall Archive Volunteer

**Closing date:** 31/10/22

**Primary details about the role:**

* + Vacancy type: Volunteer
	+ Open to: UEA students & graduates
	+ Location: Norwich – remote working with visits to Norfolk Record Office & Dragon Hall
	+ Sector: Arts, Culture, & Heritage

**Description:** The Dragon Hall Heritage Volunteers are looking to recruit UEA student/graduate Volunteers for the continuation of their project to establish the Dragon Hall Archive.

This project began as part of the wider Norfolk Community Archives Skills, Support, and Sustainability (CASS3) project, which aims to develop the knowledge and skills available to community archive groups. Since May 2022 we have had an Intern, a recent UEA graduate who is now on the UEA Master's course in Cultural Heritage and Museum Studies, working 15 hours per week. She has been beginning to organise and catalogue the collection. Her contract has been extended to early December and she will be able to provide training and support to new Volunteers. There are also digital resources created by the Norfolk Record Office so that Volunteers can develop their archive skills.

More information about the CASS3 project can be found here: <https://www.archives.norfolk.gov.uk/community-archives>

Tasks will include cataloguing the Dragon Hall digital and physical archives, selecting items for digitisation, and even accessioning new items to the collection. There may also be opportunities to get involved with designing the new Dragon Hall website.

**About Dragon Hall:** Dragon Hall is a fascinating historical building that has been everything from a medieval trading hall, a home for some 60 people for over 400 years, to a pub, a butcher’s shop, and a rectory. The Dragon Hall Heritage Volunteers work hard to maintain the hall and encourage awareness of the Dragon Hall story. For more information about the Hall and the Volunteers, please visit <https://www.dragonhallnorwich.org.uk/>.

* **Benefits of volunteering with Dragon Hall:** This is an exciting role for anyone who is interested in working in the heritage sector, as it would provide the opportunity to get some hands-on experience working with an important heritage organisation within Norwich. It is a great opportunity to learn more about the fascinating story behind Dragon Hall, and to meet fellow Volunteers who share an interest in local history. This is also a flexible role, with Volunteers being able to fit the work around their studies.

**Expected time commitment:** approximately 2 hours a week for a minimum of six months.

**Candidates should demonstrate the following skills:**

* + IT skills (use of Excel, OneDrive, Microsoft)
	+ Communication skills (GCSE English & Maths)
	+ Interpersonal skills
	+ Organisational skills

**Desired candidates include:**

* + People who want to gain experience within the heritage sector
	+ People who have an interest in local history
	+ People with previous experience in heritage organisations (not essential)

To apply for this role or for further information, please contact Richard Matthew at richardmatthew24@gmail.com and Adrian O’dell at adrianodellwth@gmail.com with a CV and short covering letter.