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| **St Seraphim’s Icon & Railway Heritage Museum** |  |
| Role Title:  **Documentation & Archiving Lead Volunteer** |
| **Organisation Description** | |
| St. Seraphim’s Icon and Railway Heritage museum is located in the former railway station in Little Walsingham. The museum’s primary collection comprises of the hand-painted icons, drawings and tracings, icon painting materials, documentation and equipment from the two Orthodox Icon painters on whose work the collection is based. The collection also includes objects, photographs and documentation relating to the railway, and memories and newspaper cuttings relating to pilgrimage. The museum was awarded Museum Accreditation status in 2016.  We are seeking a Documentation and Archiving Lead Volunteer to join our team, who will guide the management of the documentation and archives. | |
| **Purpose of the Role** | |
| Leading the continuing cataloguing of the collection, both physical objects and archival material.  Responsibility for managing the re-application process for Museum Accreditation, including associated documentation and reviews. | |
| **Main Activities of the Role** | |
| * Following priorities set by the trust, this role will involve cataloguing, dating, indexing and re-boxing archival materials. * Cataloguing materials from the collection onto the approved Collections Management Database, Adlib. | |
| **Relevant Skills** | |
| * The museum uses Adlib as their Collections Management Database and the volunteer will either be familiar with this software or willing to learn. Funding is available if required. * Good IT skills, including Microsoft Office * Attention to detail * Organisational skills * Working as part of a team * Enthusiasm for working with unique collections * Ideally with an interest in Museums and Heritage, collections, archiving, and cataloguing | |

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| **Training and Support** |
| Training is provided through Share Museums East and other relevant bodies.   * Induction process * Collections management * How to use Adlib software * Supervision and ongoing support |
| **Benefits from this Role** |
| * Training will be provided, including on Museum Accreditation * A unique experience, St Seraphim’s is the only icon museum in the UK * Being part of a small and friendly group * Supporting work towards re-application for Museum Accreditation, gaining a sense of achievement * The opportunity for personal and career development by enhancing existing abilities, learning new skills and gaining experience * Enhanced personal knowledge of history and iconography * Increased confidence through social interaction with others |
| **Availability** |
| One day per week. |
| **Contact Information** |
| **Kirsty Gauntley, Volunteer Coordinator**  St. Seraphim’s Trust  St Seraphim’s  Station Road  Walsingham  Norfolk  NR22 6EB  Tel: 01328 820610  email: saint.seraphims@gmail.com |