**Role Description:**

**St Mary Magdalene 800th Anniversary Project – Volunteer Researcher**

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| **Organisation:** | Museum of Richmond,  Old Town Hall, Whittaker Avenue, Richmond TW9 1TP  Tel: 020 8332 1141  Email: info@museumofrichmond.com |
| **Job Type:** | Voluntary, fixed term as linked to the project |
| **Dates:** | **Closing Date: 29/07/2018**  Role: August 2018 to December 2018 |
| **Salary:** | n/a, but training will be provided and some travel expenses can be reimbursed. |
| **Responsible to:** | Curator/Project Officer. You will also be supported by a Project Working Group Member |
| **Hours:** | Minimum of 45 hours, including training days, on dates agreed with the Project Officer, between August 2018 and December 2018. This would equate to approximately 3 hours/half a day a week. |
| **Main Purpose:** | The Museum of Richmond and Richmond Team Ministry are looking for ten Volunteer Researchers (five pairs – you can divide tasks or work together), to research specific area of the Church’s history, as allocated by the Project Officer, to support the delivery of the St Mary Magdalene 800th Anniversary Project and Exhibition. We are particularly looking for volunteers with little or no previous research experience who want to develop their research skills. |

### What is the project about?

The project will focus on the heritage of the historic Parish Church of Richmond, St Mary Magdalene during its 800th Anniversary celebrations. The exhibition and associated resources will add to our understanding of the Church and its place in Richmond’s story.

Themes will highlight key individuals, the Church’s social history and architectural developments. Working Group members will train the Volunteer Researchers in research skills and help them to carry out research at a number of archives including Richmond upon Thames Local Studies Library and Archive and the Surrey History Centre.

The Project is funded by the Heritage Lottery Fund and Richmond Church Charity Estates.

### The project will have the following outcomes:

* An exhibition (divided between the Museum and Church) that will explore the history of the Church of St Mary Magdalene through the themes of key individuals, social history and architectural development. After the temporary exhibition, the panels will all be stored and exhibited on rotation at the Church.
* Local people, including members of the congregation will have the opportunity to contribute to the content of the exhibition and develop their research skills by becoming Volunteer Researchers.
* Members of the congregation will also have to opportunity to participate in oral history interviews.
* School sessions and family workshops that include visiting the Church.
* An Audio Guide App that can be downloaded to mobiles and tablets, for use upon visiting the Church.
* An information booklet to accompany the exhibition, which can remain available and relevant as a publication for sale in the Church after the exhibition.
* A research pack of collated information to be deposited to the Richmond upon Thames Local Studies Library and Archive.
* A website of the research information to make the information gathered as accessible as possible for the public, including that information which cannot be incorporated into the exhibition.
* School sessions and family workshops, that include visiting the Church, will be created and run by the Museum Learning and Audience Development Officer and Richmond Team Ministry Youth Officer.

**RESEARCH VOLUNTEER: KEY TASKS**

* To work with a volunteer partner (who will be assigned by the Project Officer) to research a specific area of the Church’s history
* Research will include desk work and visiting local archives, including the Local Studies archive in the Old Town Hall, Richmond and the Surrey History Centre in Woking.
* To attend training days organised by the Project Officer and Working Group
* To feedback the research to the Project Officer, so it can be used for the development of the exhibition, accompanying booklet, app, events and learning programme.

**RESEARCH VOLUNTEER PERSON SPECIFICATION**

* Interest in local and/or ecclesiastical history
* Good computer literacy
* Good eye for detail
* Good written and verbal communication and literacy skills
* Good dexterity for handling archival documents
* Able to climb stairs. (The Museum is on the second floor and accessible by lift. However, there is a need to be able to use the stairs both in the event of an emergency, and to access the Richmond Local Studies Collection, which is a vital source of information. The Collection is on the third floor and can only be accessed by about a dozen steps up from the Museum.)
* Ability to travel to various locations, as needed
* Training in research skills will be given

**HOW TO APPLY**

**Closing date: 29.07.2018**

* Visit <http://www.museumofrichmond.com/get-involved/volunteering/> to down load an application form. Please return your completed application form to [info@museumofrichmond.com](mailto:info@museumofrichmond.com)

OR

* Email [info@museumofrichmond.com](mailto:info@museumofrichmond.com) to request an application form

OR

* Call the Museum on 020 8332 1141 to request that an application form be posted to you

**This project is supported by:**

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**and Richmond Church Charity Estates.**