

Shannon Kira McMillan

Based in Sheffield, South Yorkshire, UK

Email: skmcmillan2002@gmail.com

LinkedIn: linkedin.com/in/shannon-mcmillan-7a2507330

Portfolio Website: skmcmillan2002.wixsite.com/shannon-mcmillan

Professional Summary

Museum and heritage professional with over three years' experience in collections care, digitisation, public engagement, and exhibition support. Currently volunteering with Sheffield Museums Trust and the Yorkshire Natural History Museum, with hands-on experience in cataloguing, object handling, and visitor engagement. Working knowledge of ISAD(G), Spectrum 5.1, and DCMI standards, with strong skills in data management, accessibility advocacy, and heritage interpretation.

Education

Certificate of Higher Education (CertHE) in History and Religious Studies

University of Gloucestershire (225 credits completed) | September 2021 – May 2024

- Completed three years of comprehensive studies in religious, medieval, and social history; heritage interpretation; and archival research methods.

A Levels

Kirk Hallam Community Academy - Sixth Form | September 2019 – May 2021

- Religion, Philosophy, & Ethics, History, English Literature

GCSEs

Kirk Hallam Community Academy | September 2014 – July 2019

- 11 GCSEs including Maths and English

Work Experience

Archive and Collections Assistant – Natural History (Volunteer)

Yorkshire Natural History Museum, Sheffield (Induction completed in September 2025) | January 2026 – Present

- Cataloguing and digitising natural history specimens using Spectrum 5.1 standards, implementing preventive conservation measures to mitigate pyrite disease and physical deterioration.
- This role connects my personal specimen preparation practice to professional Natural History collections care.

Data & Documentation Assistant (Volunteer)

Heeley City Farm, Sheffield (Induction completed in November 2025) | December 2025 – Present

- I help with the farm's admin and finances - this includes data entry, organising spreadsheets, reconciling payments, and managing records through PayPal Analytics, Xero, CiviCRM, and Excel.
- Contributing to fundraising and community engagement by monitoring cash flow, profit and loss, maintaining donor and mailing lists, and building transferable administrative skills that support future work in archives and collections care.

Object Handling & Visitor Engagement Volunteer – *Talking Tables Project*

Sheffield Museums Trust (Weston Park Museum & Kelham Island Museum) | December 2025 – Present

- Facilitating interactive *Talking Tables* sessions that engage visitors directly with museum objects through accessible, hands-on exploration.
- Supporting Sheffield Museums' inclusive engagement goals, which I'm really excited to be a part of, while developing skills in object handling, informal interpretation, and collections awareness.

Curatorial and Exhibition Support – Mixed Media

Sheffield Museums Trust (*Crafted at Christmas* Selling Exhibition) | 7-22 October 2025

- Assisted with condition checking, cataloguing, and documentation of artworks by over 35 UK makers, using Spectrum 5.1 and ISAD(G) principles in cataloguing and object tracking.
- Designed and co-curated displays for glass and textile pieces, supporting visual cohesion.
- Building on my editorial work for *New Horizons*, this role gave me hands-on experience with collections care, condition checking, and exhibition setup.

Exhibition Editorial Assistant – Remote

Sheffield Museums Trust (*New Horizons* Exhibition) | 2-8 October 2025

- Proofread and edited exhibition interpretation text for 30+ display panels, ensuring grammatical accuracy, readability, and accessibility compliance for diverse audiences.
- My first opportunity to contribute to exhibition work behind the scenes at Sheffield Museums.

Events and Public Engagement Volunteer

Sheffield Museums Trust (across four museum sites in Sheffield) | June 2025 – Present

- Delivering family craft days, evening events, exhibition celebrations, heritage celebrations, and accessibility-focused workshops.
- Actively contributing to accessibility improvements, including raising concerns about sensory provision and inclusive facilities at the *Many Voices Project* evaluation meeting.

Freelance Digital Administration & Research Support – Remote

Self-employed | December 2024 – Present

- Supporting clients with accurate digital organisation, document formatting, and information management.

Literary Event Assistant

The Poetry Archive, SOAS Gallery, London (Launch of the *Poetry of South Asia Collection*) | 31 May 2025

- Managed attendee registration at Khushwant Singh Literary Festival 2025 for the Poetry of South Asia launch.
- Distributed materials and encouraged survey participation for membership and to support the charity.

Research and Archive Assistant – Remote (Volunteer)

The Poetry Archive (*Poetry of South Asia Collection*) | October 2024 – May 2025

- Independently created and maintained a Google Sheet spreadsheet of 571 poets, including names, profile links, and birth dates for archival reference and social media content scheduling. It has a cross-referenced month-by-month structure for efficient data retrieval and content planning.
- Supported digital archiving through Google Workspace, adhering to DCMI metadata principles and standardised description practices, using heritage interpretation, creative writing skills, and web copy.
- **Featured and Quoted on the collection's webpage**

Collections and Digitisation Assistant – Paper (Placement)

Holst Victorian House, Cheltenham, Gloucestershire | March 2024

- Digitised 100+ paper artefacts relating to Gustav Holst using Microsoft Word.
- Created structured metadata tables recording object title, reference code, type, date, and valuation (£), ensuring accurate documentation and traceable cataloguing in line with ISAD(G) descriptive principles.

Exhibition Research Assistant – Remote (Placement)

Gloucester Folk Museum (*Threads: Belonging and Unbelonging* Exhibition) | September 2022 – May 2023

- Researched Gloucester's textile trade during the 18th-20th centuries and explored Queen Victoria's and Prince Albert's influences on fashion during and after their reigns.
- Contributed to exhibition design with the accessible, public-facing materials from my academic research.
- The first exhibition I ever worked on - this experience confirmed my passion for museum and heritage work.

Museum Assistant (Volunteer)

Erewash Museum, Ilkeston, Derbyshire | July 2019 – February 2022

- Provided front-of-house visitor support, customer service, fundraising initiatives and café operations.
- Planned and delivered children's activities for 200+ weekly visitors during school holidays while balancing A Level and university studies.
- This role sparked my passion for the GLAM sector and set the foundation for my museum career.

Skills

- **Collections and Archival:** Hands-on experience with museum standards, including ISAD(G) and Spectrum 5.1. Confident working with cataloguing, documentation, digitisation, preventive conservation, object handling, general collections care, and exhibition design.
- **Administration and Data Skills:** Proficient in data entry, CRM management, spreadsheet auditing, and documentation using CiviCRM, Xero, PayPal Analytics, Microsoft Office, and Google Workspace.
- **Communication and Public Engagement:** Experienced in planning and delivering public events, writing and editing interpretation text, and engaging with visitors of all ages and backgrounds.
- **Professional Skills:** Safeguarding trained, SEND aware, organised, and comfortable working both independently and as part of a team.

Certifications and Professional Development

Archiving 101: Catalogues and Spreadsheets | The Poetry Archive | December 2025

Introduction to Data Analysis using Microsoft Excel | Coursera | December 2025

Safeguarding Training – Children, Young People, Adults, and Vulnerable Adults | Heeley City Farm | November 2025

Object Handling Talking Tables Project Training | Sheffield Museums | November 2025

Visitor Research Survey Training | Sheffield Museums | September 2025

Safeguarding Training – Children and Young Adults | Sheffield Museums | June 2025

SEN and Education Awareness Training | Zen Educate | November 2024

Research Data Management and Sharing | Coursera (*Univ. of North Carolina & Univ. of Edinburgh*) | October 2024

Customer Relationship Management | Great Learning | December 2024

Social Media Management | Great Learning | November 2024

Specialist Studies:

Dino 101: Dinosaur Paleobiology (*Univ. of Alberta*) | Medieval History: Art and Architecture | The History of Contemporary Art | A History of Royal Fashion (*Univ. of Glasgow & Historic Royal Palaces*) | Radical Spirituality: Early Quaker History (*Lancaster Univ.*)