

EXPERIENCE

Assistant Director of Digital Archives, The New School | 2018-Current

Scope: Strengthen electronic records workflows and strategically design approaches to processing, budget planning, and development of evolving access platforms.

- Standardized the process for accessioning electronic records from different creator groups, with consideration given to differing technical skills, and unique permissions associated with complex media.
- Liaised with Library Technical Services to establish development repositories in Github for web-based platforms to support continual software upgrades, department ownership of theme development (especially in response to user feedback), and new feature testing for iterative updates.
- Formalized process for creating new records in digital collections platform, digitalarchives.library.newschool.edu (Collective Access): including metadata and import templates, access format specifications, and process for making frontend changes to displays.
- Designed and launched Drupal homepage, archives.newschool.edu, for departmental communications where Archives staff can publicly share policies, descriptions of resources, and community documentation.
- Obtained funding for first instance of repository management software, Archivematica. Currently overseeing staff implementation of new preservation workflows and transition to hybrid backup system utilizing cloud and server storage.
- Founded Instagram account, @newschoolarchives, to share stories from the Archives. First reel received 23K views.

Metropolitan New York Library Council Fellow | 2016-2017

Scope: Examined digital correspondence at the Guggenheim Museum and Brooklyn Academy of Music to consider a scalable approach for archiving email using processing tools, such as ePADD.

- Wrote policy revisions and technical plans: "[Collecting Institutional Email: Results from Two Case Studies](#)."
- Attended and presented project findings at national and regional conferences.
- Created an experimental online staff guide with information about records retention at BAM to consider how the information could be in an iterative, accessible format: bamarchives.github.io.
- Posted regularly on [METRO Fellows blog](#) on archival activity and fellowship work.

Pratt Institute Fellow, Solomon R. Guggenheim Museum Library & Archives | 2015-2016

Scope: Researched and tested workflows for ingesting born-digital records created by curatorial and conservation staff.

- Applied digital forensics tools to select and package material for the Archives.
- Moved records through ingest lifecycle using custom scripts, ArchivesSpace, and Archivematica.
- Created documentation of resources, project timeline, and discoveries: borndigitalarchives.wordpress.com.

Archives Assistant, Frick Art Reference Library Archives | 2015-2016

Scope: Assisted with a grant-funded initiative to digitize Henry Clay Frick's art purchasing files, spanning 1881-1925.

- Developed crowdsourcing platform to collect transcriptions of historical documents using Omeka and code from Github. Roughly 600 of the 800 posted items have been transcribed: transcribe.frick.org.
- Created descriptive metadata for two large scrapbooks. *MARAC 2017 Finding Aid Award
- Built prototypes (Omnigraffle, Invision App) and completed quality control for the launch of digitalcollections.frick.org.

Database Associate, Development Operations, Pratt Institute | 2013-2015

- Maintained digital and analog records in Raisers Edge, a non-profit fundraising database.
- Led quarterly data migrations, and weekly interdepartmental support through strategic research and report building.

TALKS & WORKSHOPS

- “Covid-19 Supper Club: Virtual Galleries at The New School” 2021 Archive-It Partner Meeting
- “Preserve Your Digital Life” Jul 2020 The New School
- “The Promises and Strain of Milestone Anniversaries on Academic Archives” New York Archives Conference 2020
- “The Workflow of Workflows: A Discussion About Process” MARAC 2019
- “Email Archiving Comes of Age” SAA 2018 Research Forum
- “Working in the Digital Art Landscape” Metropolitan New York Library Council Workshop 2018
- “Email Archiving as Work in Progress” SAA 2017 Museum Archives Standards & Best Practices
- “Collaborative Approaches to New Media” New England Archivists Annual Meeting 2017

PROFESSIONAL ENGAGEMENT

- Bitcurator Users Forum, Programming Committee (2022)
- Mailbag Specification and Working Group (2021)
- Archivists Round Table, Mentor Program (2021)
- Archivists Supporting Activists (2020)
- Archivists Roundtable, Secretary of the Board '17-'18
- SAA Member (since '16)
- MARAC Member (since '16)
- Dev Bootcamp, Command Line through Intro Ruby (2016)

RECENT CONFERENCE ATTENDANCE

- Intl. Council of Archives (ICA) '22 [Rome]
- Archivematicacon '21 [virtual]
- New York Archives Conference '20 [virtual]
- Bitcurator Users Forum '20 [virtual]
- iPRES '19 [Amsterdam]
- MARAC '19 [Morgantown, WV]
- SAA '18 [Portland, OR]
- Code4Lib '17 [UCLA, CA]
- Personal Digital Archives '17 [Stanford, CA]
- New England Archivists Meeting '17 [Hyannis, MA]
- Bitcurator NLP4Arc Forum [Chapel Hill, NC]
- METRO Annual Meeting '17 [New York, NY]

PUBLICATIONS & WEB

- (2022) Designing for the Divide: A Model for Online Archives, International Council on Archives '22, poster session
- (2019) [100 Archival Object Cards](#) The New School *Medium*. Designed and project managed printed outreach campaign for university centennial.
- (2019 Sep/Oct) “[An Academic Anniversary: How to Support—and Benefit from—a University Centennial](#),” Archival Outlook [cover story] *with Wendy Scheir*
- (2017) “[Collecting Institutional Email: Results from Two Case Studies](#),” Metropolitan New York Library Council
- (2016-2017) METRO Fellows Blog [mnylc.org/fellows]
- (2017) bamarchives.github.io Brooklyn Academy of Music Coded and designed open source staff handbook.
- (2016-17) transcribe.frick.org The Frick Collection Developed an Omeka-based site to transcribe Mr. Frick’s art collecting files.

- (2016-17) nycarchivists.org Archivists Round Table Evaluated Archivists Round Table website, updated design and structure of content created between 2010-2017, implemented more efficient apps for programming and information management.

AWARDS

- PR Xchange Awards '20: Materials promoting collections, services, resources, budget category of \$1 - \$5 million. “100 Archival Objects from The New School Archives” *Designed and project managed.*

- Personal Digital Archives '17 Hackathon:
Most Innovative Email Archives Project
“Bubblewrap: an app for packaging email collections”
with Amy Chan, Lakshmi Rao.

- MARAC '17 Finding Aid Award
“Finding Aid for the Art Collecting Files of Henry Clay Frick, 1881-1925, undated” *with Julie Ludwig, Shannon Morelli and Susan Chore.*