



Education:

2016–2018: **University of California, Los Angeles:** Masters of Library and Information Science (MLIS),
2016 Seymour Lubetzky Fellow

2008–2012: **Maryland Institute College of Art:** Bachelor of Fine Arts in Interdisciplinary Sculpture, Cum Laude

Experience:

2017 – Present: **Project Archivist, Museum of Contemporary Art, Los Angeles, California**

Project position involving the ground-up creation of a digital asset management system for assets related to MOCAtv, the museum's digital content platform. Position involves the creation of a new architecture for restructuring the unorganized data and the development of a long term preservation plan. Also assist with digitization projects and management of born-digital institutional assets.

2017: **Time Based Media Collections Graduate Intern, Los Angeles County Museum of Art, Los Angeles, California**

Worked interdepartmentally between the Collections Information and Digital Assets and Audiovisual departments to establish protocols and standardize records of time based media artworks in LACMA's collection. Assisted with digitization and Digital Asset Management System development.

2017: **Metadata and Digital Asset Manager, UCLA Center For Oral History Research, Los Angeles, California**

Provided assistance for the management of a large collection of digitized audio interviews. Created timed logs, processed items, assigned metadata and generated XML descriptions within a the UCLA Library's collections management system.

2016 – 2017: **Archivist, Various Small Fires, Los Angeles, California**

Maintained archives and digital asset management system for contemporary art gallery. Responsible for all in-house photography and image editing, digital content management, biographical material, and inventory management.

2014 – 2016: **Archivist, Andrew Kreps Gallery, New York, New York**

Maintained archives, servers and digital asset management system for an established Chelsea gallery, representing 26 active contemporary artists. Responsible for photo editing, web upkeep and design (including print material, advertisements and digital content), as well as image and press requests, biographical material and in house photography. Maintained budget for gallery photography, advertising and art fairs.

2014 – 2016: **Image and Video Archivist, Hito Steyerl, New York, New York**

Managed all masters and viewing copies for active video and installation artist. Responsible for providing installation specifications, legal rights and maintaining the technical integrity of an archive of works beginning in 1994. Worked with publications on reproductions, and museums on staging exhibitions.

2013 – 2014: **Media Associate, Pace Prints, New York, New York**

Acted as the assistant to the Design Director, assisting with publications, promotional material and catalog design and layout. Managed calendars and scheduling, coordinated press outreach, photo, press requests and social media, maintained website, coordinated art fairs, and wrote press releases for an established New York print publisher.

2012 – 2013: **Web Editorial, Interview Magazine, New York, New York**

Edited and produced online content, and assisted with clerical tasks.

Skills:

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|----------------------------------|------------------------|-----------------------|----------------|
| • Digital asset management | • Metadata | • Digital photography | • FFmpeg |
| • Collection management software | • Digital preservation | • Graphic design | • QCTools |
| • Contemporary art | • Adobe Photoshop | • Writing | • Excel |
| • Special collections | • Adobe InDesign | • Research | • Digitization |
| • Cataloging | • Adobe Illustrator | • Basic HTML | • Libraries |
| • Archival processing | • XML | • Filemaker | • Research |



Organizations:

Member of the Society of American Archivists

Member of the Art Libraries Society of North America

Member of Los Angeles Archivists Collective

Vice President of Artifacts, a group for UCLA Information Studies students interested in arts librarianship, visual resources, and museum informatics (2017-2018)

Conference Presentations:

2018: *Archives for Change*. Panel co-moderator with Saida Largaespada. Rhizome National Forum for Ethics and Archiving the Web, New Museum, New York, New York.

2017: *Media Without Place: Creating a secure and accessible archive for born-digital institutional media at the Museum of Contemporary Art, Los Angeles*. [dis]memory, [mis]representation & [re]figuring the archival lens: A Symposium on Visual Archives & Forms of Representation, UCLA Graduate School of Information Studies, Los Angeles, California.

(Poster)

Volunteer Work:

2017: **Archives Assistant, The Woman's Building, Los Angeles, California**

Helped archive slides, paper ephemera and art objects during a special project in archiving by Metabolic Studio for the Woman's Building, an iconic Los Angeles feminist art center from 1973 to 1991.