

Alexandra Newman

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MUSEUM LIBRARIAN / PHOTO ARCHIVIST

Library Collections | Art History | Reference

Team-oriented library professional with a background in public outreach and Art History. Individual with experience in handling library collections and providing reference. Looking towards new opportunities to inspire and create thriving education environments for the community.

WORK EXPERIENCE

City of Bella Vista – *Bella Vista, AR*

04/2021 – Present

Library Assistant

Library assistant for the Bella Vista Public Library. I took on the supervisor role during evening and weekend hours and oversaw work of volunteers. Along with providing reference assistance, I took administrative responsibilities to streamline patron records.

- Managed the circulation desk, and room booking systems.
- Supported the Director, Librarians, and Library Cataloger on informational, administrative, and organizational matters.
- Assisted in collection development for all ages and updated reference marketing tools.
- Provided patron assistance with computers, printers, and general device tech support.
- Ensured Volunteer recruiting procedures followed City and Library Policy, as well provide onboard training of new volunteers in their designated roles.
- Worked with the Library Cataloger and the Friends of the Library to process donations.
- Collaborated with the Library Foundation to curate artwork for new community spaces.

City of Lompoc - *Lompoc, CA*

02/2017 – 06/2019

Library Branch Manager

Branch Library Manager for Vandenberg Village Library. I developed programming for youth and adult services and conducted outreach to area schools, military families, and community groups. I also provided reference and reader's advisory for all ages.

- Developed, implemented, and evaluated library services and policies for the reference and circulation in a manner that supported the overall goals of the library and ensured staff delivery of the highest quality service.
- Responsible for collection development, reference, displays, tours, social media, staff and volunteer training, and day-to-day operations.
- Collaborated with colleagues on developing and improving educational programs offered by the library for all ages. Youth and family programs included arts and crafts, games, cultural activities, story hour, STEAM programs, and other large public programming that promoted literacy and community involvement.
- Performed administrative tasks for library branch. Prepared and maintained weekly reports for the Director to track and improve circulation and foot traffic.
- Improved knowledge base in programming and outreach techniques for Spanish speaking adults and their families.

San Antonio Museum of Art – San Antonio, TX

08/2014 – 12/2014

Education Department Intern

Museum intern at SAMA for the education department. I assisted with the implementation of the School Partnership Program, an extended museum field trip for elementary students combining in-gallery learning and studio workshops.

- Aided in tours and in gallery workshops to create an interactive museum experience.
- Prepared art supplies for hands-on workshops for K-12 grade students, creating samples, and otherwise supporting the museum's various programs for school children.
- Tracked attendance, supervised volunteers, and greeted guests at all attended museum events.
- Performed administrative and clerical tasks for the department staff, such as filing, managing phone calls, and providing reference.
- Delivered art historical significance and interpretation of art works within the workshop setting for tour groups and various grade levels.

EDUCATION

University of Arkansas – Fayetteville, AR

Bachelor of Arts – Art History, 05/2021

San Antonio College – San Antonio, TX

Associates of Arts – Studio Art, 08/2015

PROFESSIONAL SKILLS

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| • 10 years of Customer Service experience | • Detail-Oriented |
| • Communication | • MS Office |
| • Problem-solving | • Problem-solving |
| • Organization | • Art History |
| | • Bilingual |

VOLUNTEER EXPERIENCE

Vandenberg Base Library – Vandenberg AFB, CA

01/2017 – 07/2019

Storytime Volunteer

- Led Storytime program monthly for children ages 0-6 years old.