

# Hannah Fountain

1714 TROTTER AVE, KNOXVILLE, TN 37920  
HFOUNTAI@VOLS.UTK.EDU  
760.638.3381

## Education

**UNIVERSITY OF TENNESSEE; KNOXVILLE, TN**  
M.S. INFORMATION SCIENCES, JANUARY 2021 - CURRENT

**STEPHENS COLLEGE; COLUMBIA, MO**  
B.S. BIOLOGY; MINORS: ART HISTORY & GENDER STUDIES, AUGUST 2013 - MAY 2017  
Stephens College Full Tuition Scholarship for Academic Potential (2013)  
Sarah Jane Johnson Award for Outstanding Senior Student of Gender Studies (2017)

## Experience

**OUTREACH AND ENGAGEMENT COORDINATOR - SOUTHEAST REGION**  
**NATIONAL PARKS CONSERVATION ASSOCIATION; KNOXVILLE, TN** NOVEMBER 2021 - PRESENT  
Provide research support for Southeast Region's first *Climate Change and Southeast National Parks Report* (forthcoming). Work with Communications staff to support the Region's program and policy campaigns. Plan and implement events and activities to engage advocates in volunteerism and advocacy. Work with Veterans organizations in the Southeast on national park projects.

**GRADUATE STUDENT LIBRARY ASSISTANT - METADATA**  
**JOHN C. HODGES LIBRARY, UNIVERSITY OF TENNESSEE, KNOXVILLE**  
**KNOXVILLE, TN** SEPTEMBER 2021 - PRESENT  
Assist Metadata Librarian and Digital Production team in creating MODS records for UTK Special Collections materials, from resource description through data remediation in OpenRefine, culminating in XML records creation. Publish new records to shared repositories. Create and edit WikiData items in to support UT Libraries' PCC Wikidata Pilot project.

**ADMINISTRATIVE ASSISTANT II - COMMUNICATIONS**  
**KNOX COUNTY PUBLIC LIBRARY; KNOXVILLE, TN** JANUARY 2020 - PRESENT  
Produce, print, and distribute library communications materials. Create and edit web content for library programs. Manage inventories of marketing and informational materials. Create and manage digital marketing and social media content library. Film, edit, and manage video content and video libraries. Provide program support to McClung Historical Collection, Tennessee Archive of Moving Image and Sound (TAMIS), Dolly Parton's Imagination Library of Knox County, and Read City USA, including outreach activities and offsite programs.

**DEVELOPMENT SUPPORT MANAGER**  
**ARROWMONT SCHOOL OF ARTS AND CRAFTS; GATLINBURG, TN** MAY 2019 - DECEMBER 2019  
Manage the constituent database system. Record, manage, and acknowledge all gifts and pledges. Create queries, produce constituent lists, reports, and other data as needed. Manage planning, logistics, revenue collection, reports, and after-action analysis for fundraising events. Manage marketing material inventory. Manage institutional conference attendance (e.g., registration, travel arrangements and accommodations, booth materials, area contact lists).

**EXHIBITIONS MANAGER**  
**AMERICAN MUSEUM OF CERAMIC ART; POMONA, CA** APRIL 2018 - MARCH 2019  
Manage exhibition logistics (exhibition contracts, condition reports, exhibition checklists, unpacking forms, contractor agreements, loan agreements, applications for juried shows, artist communications). Produce exhibition texts. Manage install and de-install of all exhibitions. Design exhibition floorplans in collaboration with stakeholders. Assist educational department to support the docent programs and student curriculum. Recruit and supervise curatorial department interns and Teen Council members. Draft and oversee annual budget, analyze and evaluate revenue producing activities.

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## **Organizational Memberships**

- Tennessee Library Association | American Library Association
- Association for Information Science and Technology
- Progressive Librarians Guild

## **Skills**

Adobe Illustrator, InDesign, and PremierePro. Graphic design for print and digital media. Exhibition curation and planning. Social media management and content creation. Administrative skills. Scripting languages and tools for data manipulation (OpenRefine, Oxygen XML, XSLT, MacDown). Working knowledge of Spanish.