Blair Black

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LinkedIn | Portfolio

Professional Summary

Detail-oriented and results-driven archival professional with expertise in digitization, preservation, and metadata standards. Proven success in organizing diverse collections, developing workflows, and securing funding to support preservation and research initiatives. Adept at leveraging industry-standard software and systems to ensure the integrity and accessibility of digital assets. Experienced in grant writing, project management, and stakeholder collaboration.

Professional Experience

Mellon Foundation Archival Intern
Visual Communications, UCLA Community Archives Lab
September 2024 – Present

- Drafted a five-year digitization plan for diverse archival collections, including audiovisual and paper materials.
- Collaborated on successful grant applications for the CLIR Digitizing Hidden Collections Grant and National Film Preservation Foundation Grant.
- Ensured integrity of born-digital materials using BitCurator and FTK Imager, adhering to industry standards.
- Co-developed workflows for digital asset management and audiovisual playback systems.

Archive & Preservation Fellow
Dance/USA, JazzAntiqua Dance & Music Ensemble
2023 – June 2024

- Organized over 1,200 archival items, increasing collection accessibility by 30%.
- Developed efficient workflows for accessioning, describing, and arranging paper, audiovisual, and photographic materials.
- Collaborated on the design and implementation of a CMS using AirTable.
- Developed and implemented preservation and metadata plans for multimedia formats.

Public Access Intern
Academy of Motion Picture Arts and Sciences, Academy Film Archive
Summer 2024

- Led migration of 500+ legacy files to new digital infrastructure, reducing retrieval time by 20%.
- Supported compliance with taxonomy and metadata standards through quality control initiatives.
- Assisted in preparing archival materials for high-profile loan requests while maintaining preservation standards.

Technical Services Assistant
UCLA Library, User Engagement Services
June 2024 – Present

- Supported preservation efforts by assessing and rehousing materials, improving 10% of disrepair music scores.
- Updated and maintained library catalog records using Alma/Ex Libris.
- Managed acquisition invoices and processed new acquisitions in Alma/Ex Libris.

Library Student Research Assistant
UCLA Library, User Engagement Services
2022 – Present

- Provided reference and research assistance to over 30 patrons quarterly.
- Cataloged and reformatted 100+ audiovisual materials for the Avalon Media System, increasing public access.
- Co-curated the high-traffic exhibit "My Life in the Sunshine," attracting 35,000+ views annually.

Graduate Student Researcher
Ethnomusicology Archive, UCLA
2018 – 2023

- Processed, described, and digitized 300+ archival items, including Bette Cox Papers and Danongan Kalanduyan Audiovisuals.
- Developed descriptive metadata and assisted with digitization projects for California Revealed.

Volunteer
The ONE Archives at USC
October 2018 – 2020

- Assisted staff with basic archival functions such as processing, preservation, reference, shelving, and data entry using ArchivesSpace software.
- Created collection descriptions and finding aids, including indexes and catalogs.
- Digitized and prepared sensitive documents for user access.

Key Skills

Preservation & Digitization: Vrecord, Kinetta, Wave Lab Pro 12, Foobar2000, Bookeye 4, Epson Scanners, Adobe Creative Suite

Metadata Standards: DACS, EAD, Dublin Core, MARC, OpenRefine

Digital Asset Management: Avalon Media System, Axiell, SourceAudio, BitCurator, NARA File Analyzer

Collection Management: ArchivesSpace, Alma/Prima, AirTable, Special Collections Encoded Archival Description, Staff Training & Onboarding

Project Management: AirTable, Jira/Confluence, Google Suite, Workflow Development

Grant Writing: Over $83,000 in funding for archival and academic projects

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Education

M.A. in Library and Information Science (MLIS)
University of California, Los Angeles
Expected March 2025

Ph.D. in Ethnomusicology
University of California, Los Angeles
June 2023

B.A. in Anthropology
University of California, Los Angeles
June 2014

References

Available upon request