

EMPLOYMENT HISTORY:

***Archives of American Art, Smithsonian Institution***

AUDIOVISUAL ARCHIVIST, 2007 TO 2020

- Developed and implemented a sustainable program for stewardship of audiovisual materials in manuscript collections
- Author or co-author of 13 successful grant proposals for collections processing and audiovisual preservation totaling over \$583K; responsible for project planning, management, budget, vendor contracts, quality control, and grant reporting
- Oversaw installation of digitization workstation for audio and video; developed and documented procedures for digitization-on-demand and digital file management; responsible for ongoing maintenance of AV equipment and software
- Oversaw outsourced preservation of audiovisual media, developed and documented outsourcing procedures
- Designed and implemented survey of over 20,000 audiovisual objects in dozens of obsolete formats in over 800 archival collections; developed survey database in Microsoft Access for collection management and project planning
- Wrote [guidelines for arrangement and description of collections containing audiovisual materials](#)
- Processed archival collections; created [DACS-compliant EAD finding aids](#); revised collection-level MARC records
- Recruited, trained, & supervised interns and project archivists in collection assessment, media inspection, arrangement, description, digitization, digital asset management, and care of archival collections
- Assisted curatorial and reference staff in appraisal of and access to collections with analog audiovisual materials
- Wrote for the Archives' blog ([2018](#), [2012](#), [2010](#)), and curated [Of The Moment: A Video Sampler from the Archives of American Art](#) (2009), presented in the Archives' Lawrence A. Fleischman Gallery
- Founded & organized AVAIL, a Smithsonian-wide staff group for audiovisual archivists across the Smithsonian Institution
- Served on multiple committees representing the needs of audiovisual collection material in pan-institutional digitization, preservation, and digital asset management initiatives

PROCESSING ARCHIVIST, 2004 TO 2007

- Processed archival collections pertaining to the history of visual art in the United States, and wrote EAD finding aids as part of the Archives' first mass-digitization project at the archives; helped to develop quality control procedures for digital files

**National Trust for Historic Preservation Library Collection, University of Maryland Libraries**

GRADUATE ASSISTANT, 2002 TO 2004

- Maintained department website; provided reference services for University special collections; processed architectural history and historic preservation collections; collaborated on exhibits; supervised student workers on special projects

**Media Resources Center, Maryland Institute College of Art**

ASSISTANT DIRECTOR, COLLECTION MANAGER, 2000 TO 2002

- Provided reference services to students and faculty in fine art slide and video collections; oversaw technical services; catalogued collections; maintained databases and authority records; supervised student workers

**Corbis Images (formerly The Bettmann Archive)**

SENIOR PHOTO RESEARCHER, DARKROOM TECHNICIAN, 1996 TO 1999

- Conducted research in large, historical stock photograph collection; printed traditional photographic prints from archival negatives in all formats and sizes; occasionally supervised staff on major projects

**Film/Audio Services, Inc.**

RESEARCHER AND SALESPERSON, 1994 TO 1995

- Stock footage research and sales, drawing on historical footage collections for documentary and news programs; negotiated licensing agreements; processed film and video collections; reformatted and duplicated media for clients

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EDUCATION:

**University of Maryland, College of Information Studies**, MLS with Archives specialization, 2004

**Maryland Institute College of Art**, Continuing Studies in photography and the history of photography (5 credits, 2001)

**New York University, Departments of Anthropology and Cinema Studies**, Ethnographic Film (15 credits, 1992-1993)

**Duke University**, BA Cultural Anthropology, 1992, *summa cum laude*

**School for International Training, Semester abroad in Zimbabwe**, Harare, Zimbabwe (1990)

SKILLS:

**Library and archives skills:**

Archival processing  
Archival description and metadata standards  
Digitization procedures and standards  
Collections surveys and assessment  
Collections management

**Technical skills:**

EAD encoding  
Archivist's Toolkit, ArchivesSpace  
Audio and video digitization  
Digital asset management  
Microsoft Word, Excel, Access

**Core work skills:**

Writing, editing, grant writing  
Project planning  
Workflow development  
Instruction  
Basic spoken, written Spanish

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PROFESSIONAL ACTIVITIES:

**Instruction**

- Collaboration with University of Baltimore outreach archivist on Community Archives Workshops, 2017-2020
- Author and instructor for "Arrangement and Description of Audiovisual Materials" workshop offered by SAA, 2016 to present
- Guest lecturer on archival description for Moving Image Archiving and Preservation senior seminar, NYU, 2019

**Selected Professional Presentations**

- "Artifacts of Production: Managing Outtakes Collections," Association of Moving Image Archivists, 2019
- ["Time-Based Media: Documentation & Artworks at the Archives of American Art"](#), Misfits symposium, Carnegie Museum, 2015
- Presented AAA's audiovisual materials processing guidelines at MARAC, SAA, IASA, ICA-SUV, CLIR's Hidden Collections symposium, and AAA's Multi-Media Archive symposium (2014-2015)
- "EAD for AV," Mid-Atlantic Regional Archives Conference, Spring 2011
- Organized an archivists roundtable at the University of Baltimore's "Riots and Rebirth" conference, 2008

**Professional Organization Membership and Service**

- Mid-Atlantic Regional Moving Image Archive (MARMIA), board member and treasurer 2019 to present
  - Society of American Archivists (SAA), institutional member 2002 to 2020
  - Association of Moving Image Archivists and Association for Recorded Sound Collections, member 2007 to 2020
  - International Association of Sound and Audiovisual Archives, member 2014 to 2020
  - Mid-Atlantic Regional Archives Conference (MARAC), member 2002 to 2014, Steering Committee 2007-2009
  - Academy of Certified Archivists, Certified Archivist, 2006 to 2012
  - Maryland State Historical Records Advisory Board, member 2009-2011
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PROFESSIONAL PUBLICATIONS:

- "Putting Archival AV Media into Context: an Archival Approach to Processing Mixed-media Collections," *Proceedings of the CLIR Cataloging Hidden Special Collections and Archives Symposium*, March 2015, Cheryl Oestreicher, editor, <https://www.clir.org/wp-content/uploads/sites/6/McShea.pdf> (Another iteration of this article appeared in the International Association of Sound and Audiovisual Archives (IASA) Journal, issue 44)
  - "Artists' Audiovisual Records" (presented at New York Archivists Roundtable symposium Artists' Records in the Archives, October 11-12, 2011): 61-66, <http://www.scribd.com/doc/122514235/Artists-Records-in-the-Archives-Symposium-Proceedings>
  - "A Painter Writes and Landscape: Arthur Dove's Prose Poem," *Archives of American Art Journal: Landscape* 147 (2008): 24-29, <http://www.journals.uchicago.edu/toc/aaa/2008/47/1%2F2>
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OTHER ACTIVITIES:

- Author of poetry and stories published in [A Mountain City of Toad Splendor](#) (2013); [Ancient Party: Collaborations in Baltimore](#) (2014); [How to Have a Day](#) (2015); and [Steep in the Boil](#) (2018)
- Volunteer driver for CASA de Maryland coronavirus emergency grocery delivery program (2020)
- Volunteer tutor in writing and grammar for Adult Basic Education Program, Greater Homewood Community Corporation; Baltimore, MD (2011-2012)