

Sarah Aldrich

PROFESSIONAL SUMMARY

Not For Profit professional with expertise in administration, database management, and exhibitions. Highly skilled in stakeholder relations, communications, and design. Passionate about sharing history, culture, and knowledge with diverse audiences. Currently exploring avenues to introduce technology into small cultural organisations.

SKILLS:

- Ability to master new knowledge and skills quickly
- Organisation and execution of public programming, exhibitions, and fundraising events
- Successful in building relationships with internal and external stakeholders
- Team and volunteer leader; including recruitment, training, and management
- Technology: Use of both Mac and PC operating systems, Microsoft Office, Google, Photoshop, Illustrator, InDesign, InMagic, PastPerfect, eHive, Ruby, HTML, CSS

WORK HISTORY:

Volunteer

MacArthur Museum

March 2018- Present

- Drafting policy, methods, and finding aids for the reference collection.
- Compiling and writing Significance Assessments and related documentation.
- Consulting on the care and storage of historical materials.

Volunteer

Royal Historical Society Queensland

Oct. 2018- Present

- Manage and organise digital assets pertaining to historical records and documents.
- Conduct and fulfil research requests from remote and in-person clients.
- Writing reports for publication.
- Consulting on technology and digital platforms.
- Contributing to the preservation of historical materials through digitisation and rehousing.

May 2018- Sept. 2018

- This time was spent preparing to move to Australia and traveling the United States.

Archivist & Photo Curator

Island County Historical Society, Coupeville, WA

Jan. 2015 – May 2018

- Worked with researchers in house and remotely to satisfy their research requests.
- Managed the archival holdings, comprised of over 150,000 + and 40,000 + photographs.
- Analysed conditions, preservation needs, and housing of paper materials ca.1850's to present.
- Managed and trained a team of 2 dozen volunteers.
- Planned and executed the complete digitisation of 2,000+ newspapers, now searchable on computer with OCR.
- Designed and wrote copy for interpretive panels in partnership with U.S. National Park Service.

WORK HISTORY CONTINUED:

Teaching and Research Assistant

Koç University, Istanbul, Turkey

Sept. 2012 - Dec. 2014

- Researched and assisted in preparation for undergrad Archaeology and History of Art classes.
- Assisted with the conservation of Grecian marbles held in the Rahmi Koc Collection.
- Planned and hosted first annual ARHA Graduate Student Symposium.

Executive Assistant

Best Practice, Inc., Clinton, WA

Dec. 2011 – Sept. 2012

- Executed the schedule of Executive Coach, Sherryl Christie-Bierschenk, balancing her client meetings and travel schedule.
- Processed data and composed reports for clients.
- Maintained contact lists, mailings, and billing cycles.
- Created documentation and guides for company procedures.

Museum Intern/ Membership Manager/ Collections Manager

Island County Historical Society, Coupeville, WA

Sept. 2011 – Sept. 2012

- Conducted visitor services and admissions.
- Managed museum membership and the upkeep of the PastPerfect database.
- Promoted to Collections Manager in recognition of my problem solving skills
- Designed and implemented a new collections policy and acted as the Collections Manager April- September 2012.
- Worked to process the backlog of incomplete files and objects to be accessioned.

Administrative Assistant

Clinton Chamber of Commerce, Clinton, WA

Oct. 2011 – Sept. 2012

- Managed, updated, and maintained the membership database.
- Compiled all necessary information for grants.
- Created operating guidelines and instructional documentation.
- Composed and delivered the bimonthly newsletter.

Customer Service Associate

Anchor Books and Coffee, Clinton, WA

April 2011 – Sept. 2012

- Fulfilled client orders and purchases.
- Managed book inventory and maintained clients' accounts.
- Administered frequent client communication through email.
- Published updates on the store blog.

ACHIEVEMENTS

- Keynote presentation at the January 2017 Island County Historical Society Annual Membership Meeting.
- Presented “Public Access and Use of Archives” at the April, 2016 Oregon Museum Association Spring Workshop.
- Assisted in the planning and execution of an exhibition interpretive event “Istanbul; Monuments and Memories” in conjunction with the “Artamonoff: Picturing Byzantine Istanbul, 1930-1947” exhibit, hosted at the Koç Research Center for Anatolian Civilizations, Nov. 5, 2013.
- Planned and coordinated the first annual Archaeology and History of Art Graduate Student symposium entitled ‘Cities: A Bigger Picture,’ held on April 27, 2013.

ACTIVITIES:

- Voting Member of Brisbane Women’s Club, October 2018- present.
- Commissioner on Ebey’s Landing Historic Preservation Commission 2017-2018.
- Participation in the Society of American Archivists Annual Meeting, ARCHIVES 2017.

EDUCATION:

Coder Academy, Brisbane, Aus.	Diploma in IT	expected 2020
Koç University, Istanbul, Turkey	Art History, M.A.	2015
University of Washington, Seattle, USA	Museum Studies, Cert.	2012
Lewis and Clark College, Portland, USA	Art History, B.A.	2009
Thesis title: Louis Bunce: Introducing Modern Art to the West Coast		

References available upon request