

**ABBY BLACK**  
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**SUMMARY**

Anthropologist with background in museum collections management and conservation of archival quality material. Assisted in maintaining and enriching collections at the National Museum of the American Indian. Participated in reorganization of collections at the Milwaukee Public Museum. Coded, and stored objects using tools. Experience packing and moving ethnographic and archaeological objects. Developed museum programs for youth. Experienced dealing with copyright law, public domain and fair use issues as they involve photos and art. Used collection management equipment such as scissor lift, pallet jack and work Assist Vehicle. Possess basic carpentry skills. World Traveler. Organized, dedicated, detailed oriented with excellent people and communication skills. Languages: Spanish & Hebrew

**EDUCATION**

**M.A., Anthropology**, George Washington University, Washington, D.C. – 2005 - Museum Training — 3.67 GPA

§ *Amazonian Field School, Napo, Ecuador* (Program through Arizona State)

§ University, Tempe, Arizona),

**B.A., Anthropology, University of Wisconsin-Madison**, Madison, WI, 2002 — 3.45 GPA

§ *Study Abroad Program, University of Sydney, Sydney, Australia, 2001*

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**AREAS OF EXPERTISE**

§ Collections Management and Legal & Ethical Issues

§ Conservation

§ Collection Management & Practical Applications

§ Museum Prevention Conservation

**SKILLS**

§ Microsoft Office Suite

§ PowerPoint

§ Adobe Photoshop

§ RITS

§ Flash

§ Digital Camera

**PROJECTS**

§ Wrote collection management policy. Developed data standards and collection care.

§ Hands-on-experience examining animal, plant and archeological artifacts for preventive conservation using microscopy techniques and photographic documentation.

§ Investigated copyright law, public domain and fair use. Researched acquisition of objects related to art, human remains restricted and unrestricted gifts.

§ Wrote an Institute of Museum and Library Services (IMLS) Collection Care grant proposal. Completed a building assessment project to determine the environmental condition of a local museum.

**MUSEUM INTERNSHIP & VOLUNTEER EXPERIENCE**

**2005**

August 2005

**NATIONAL MUSEUM OF THE AMERICAN INDIAN, Washington, D.C.**

§ As a volunteer assisted with public tours of the collections storage area. Helped pack objects safely and securely for the Pacific Northwest Coast exhibit.

- 2003**                    **NATIONAL MUSEUM OF THE AMERICAN INDIAN (NMAI)** Smithsonian Institution, Washington, D.C.
- June - August
- § As an Intern, worked in the Department of Collections, bar-coding objects for tracking purposes. Information was stored in the Registration Information Tracking Systems database. Packed, shipped and unpacked ethnographic and archaeological objects.
  - § Constructed custom storage mounts out of archival-quality materials such as animal hides, metals, wood, grasses, feathers and paper.
  - § Monitored collections environment. Calibrated thermo-hygrometer and psychometer, and checked data from these manual methods against the Museum’s digital monitoring system. Re-housed works of art paper with archival-quality materials, created sink-mats, catalogued prints, and rolled textiles for safe secure storage.
- 2003**                    **MILWAUKEE PUBLIC MUSEUM**, Milwaukee, WI
- January- June
- § During internship through the Education and Public Programs Department, assisted in giving seminars on biodiversity and science education to Milwaukee Public School Teachers.
  - § Developed collection management skills by participating in a complete reorganization of the collections of the Department of Education and Public Programs. Inventoried all collections and entered information into Excel and photographed objects.
  - § Gave tours of Museum galleries. Carried out museum programming including human rights and tolerance. Managed activity stations and trained volunteers.
  - § Trained in object handling techniques and completed project to re-identify Native American basketry that were incorrectly identified. Performed research on the object’s history. Wrote a report for each object determining the provenance of each basket.
  - § Wrote an object history and condition report on Mola, an intricate woven craft created by the Cuna Indian women.
- 2003**                    **MILWAUKEE PUBLIC MUSEUM**, Milwaukee, WI,
- June - August
- § During the summer assisted the Department of Education and Public Programs as a volunteer in their inventory project as well as summer mini-camps and programming.
- 2003**                    **NATIONAL MUSEUM OF THE AMERICAN INDIAN**, Washington, D.C.
- June - August
- § Assisted with public tours of the collections storage area. Helped pack objects safely and securely for the upcoming Pacific Northwest Coast exhibit in January 2006

**PROFESSIONAL EXPERIENCE**

- Jan. 2006-Present**                    **NATIONAL GEOGRAPHIC SOCIETY**, Washington, D.C.
- Rights Clearance Specialist, Book Division**
- § Clear copyright for still images used in National Geographic Publications. In addition, research images for photo editors.
- October 05 – Jan. 2006**                    **NATIONAL MUSEUM OF THE AMERICAN INDIAN (NMAI)**, Washington, D.C.
- Collections Information System Technicians**
- § Used knowledge of Native North and South American cultures in rapid data entry project to produce catalog cards.
- Sept.-Dec. 2004**                    **GEORGE WASHINGTON UNIVERSITY**, Washington, DC
- Teaching Assistant**
- § As Teaching Assistant graded papers, homework, and tests for an undergraduate Anthropology course. Used Excel to capture attendance, assignments and grades.

**OTHER WORK**

- 2004-2002**                    § **Administrative Assistant**                    § **Dog-Walker & Pet-Sitter**