



PROFESSIONAL SUMMARY

Experienced museum professional and administrator with a strong background in collections management and development. Proven ability to lead teams, implement process improvements, and drive organizational success.

Experience

JULY 2025 – PRESENT

Grants Administrator/ NYS Office of Parks, Recreation and Historic Preservation
Responsibilities include administration of grant programs funding Parks, Historic Preservation and Heritage Areas, as well as serving as the Albany liaison for related projects in the Southern Tier, Long Island and NYC Regions.

- Review and recommend funding competitive grant applications for EPF & MPR.
- Coordinate with other Bureaus to determine project eligibility and adhere to historic preservation, conservation, real property and other legal requirements.
- Coordinate with the Charities Bureau, Attorney General's Office and State Comptroller's office to execute contracts and amendments.
- Present funding opportunities at regional workshops.
- Process reimbursement requests, amendments and final report approvals.

APRIL 2024 – JULY 2025

Education Program Assistant/New York State Education Department/New York State Library/Division of Library Development
Responsibilities include participating in administration of the Construction Aid for Libraries Program, general support for Library Development Specialists and backup for other State Aid programs within the department.

- Conduct initial and closeout reviews of projects and fiscal paperwork, providing guidance to libraries.
- Draft regulations interpreting education laws that provide funds for the Construction Aid Program.
- Draft promotional reports, press releases and reports to the legislature.

OCTOBER 2023 – APRIL 2024

Association Administrator/Museum Association of New York
Responsibilities include managing the administrative processes of the office including the membership program, reconciliation of financial records, board stewardship and programmatic support.

- Logistical planning and support for the annual conference and related events.
- Event coordination for statewide regional meetups, board meetings and conference planning trips.
- Reinvigorating the membership program to reach an organization record high.

SEPTEMBER 2022 – OCTOBER 2023

Registrar/Albany Institute of History & Art

Major responsibilities included collections care, supporting exhibition install and de-install and coordinating the loan program. Lead a major data clean-up effort to allow for a successful transition to a cloud-based collections management software. Supported Development and Operations efforts by assisting with special event implementation, and providing regular consultation with development staff concerning institutional practices.

- Maintained museum and library collection accession records, and collection committee minutes.
- Catalogued and housed collection items.
- Assisted curators with researcher and volunteer needs.
- Supported installation and de-installation of exhibitions.
- Monitored gallery and collection storage conditions.
- Oversaw loan procedures, and shipping of artifacts.
- Coordinated object transportation, care, mounting, etc. in partnership with the preparator.

MAY 2021 – AUGUST 2022

Development Coordinator/Albany Institute of History & Art

Major responsibilities included data entry and timely acknowledgment production as well as logistical event management and brand management during daily operations. Supervision of department volunteers and interns, as well as clear communication to front of house staff concerning brand management and the dissemination of accurate information to the public.

- Processed all income transactions and maintain donor files.
- Maintained Board of Trustees manual and minutes.
- Coordinated the planning and presentations of museum events including two large annual fundraisers, exhibition openings, and space rentals.
- Designed collateral for Development events.
- Assisted with creation and coordination of giving campaigns and department mailings.

APRIL – MAY 2021

Interim Site Assistant/Old Fort House Museum

Supported the operations in preparation for opening of the season. This included significant record management and creation of guidelines to support future staffers and ease a transition process.

- Reorganized office files to improve workflow.
- Managed the production and rollout of the Spring Newsletter.
- Created an administrative handbook outlining multiple vital processes to assist in training methods.
- Updated event calendar, website and social media with relevant information.

JULY 2018 – AUGUST 2020

Operations Manager & Collections Registrar/National Museum of Dance

Responsibilities included management of daily operations, fiscal management and major fundraising activities, as well as all collections activities and coordinating exhibitions.

- Coordinated all collections activities including executing donation and loan agreements, cataloguing and storing objects, install and de-install of exhibitions and packing and shipping items on loan.
- Designed exhibition and special events related print material and digital materials including text panels, invitations, wall graphics and exterior banners.

- Managed daily operations of museum offices including income and expenses, payroll approval, museum calendar, and opening and closing exhibitions.
- Managed the gift shop including designing and stocking products and recruiting, training and supervising volunteer staff.
- Coordinated the annual Gala, Hall of Fame Induction Ceremony, exhibition openings, and other special events.
- Supervised volunteers, interns, and assistant and coordinator level staff.
- Served as liaison to the Board of Directors including preparing board reports, regular communication with the board President, representing staff at board meetings and recording meeting minutes as needed.

JUNE 2017 – JULY 2018

Exhibitions & Collections Fellow/Mandeville Gallery, Permanent Collection, Union College

Responsibilities included supporting a small staff to accomplish multiple projects across campus, collaborating with artists, campus event and facility staff, and professors.

- Catalogued items for the permanent collection.
- Assisted in art handling and transportation across campus for exhibitions and offsite for long term storage.
- Managed stock of supplies for the department, the mailing list and email blast campaigns.
- Coordinated shipping, facility event planning, and travel and accommodations for artists and the gallery director.

DECEMBER 2016 – APRIL 2018

Legal Assistant/Solomon & Solomon PC

Responsibilities included managing active collections cases from initial judgement through service, concluding with payment post hearings.

- Managed all post judgement files for Massachusetts cases.
- Corresponded with attorneys, sheriffs and court clerks.
- Managed the court calendar and scheduled covering attorneys for Massachusetts hearings.

DECEMBER 2015 – DECEMBER 2016

Development Assistant/Mohawk Hudson Humane Society

Responsibilities included data management, volunteer and event coordination, strategic brand image development and standardizing department and organization wide best practices.

- Processed donations and generated acknowledgments.
- Coordinated major fundraising events including annual Gala, the Groundbreaking for the Capital Campaign, and *Paws in the Park* 5K Walk.
- Coordinated outreach materials and brand image for offsite events.

Internships

SEPTEMBER 2014 – DECEMBER 2015

Collections Management Intern/Schenectady County Historical Society

APRIL – SEPTEMBER 2014

Archival Intern/National Museum of Dance

Competencies

Past Perfect, Raiser's Edge, FileMaker Pro, Fundraiser Pro, Little Green Light, AS400, Canva, GiveLively, Constant Contact, MailChimp, Adobe Creative Suite, WordPress, Givesmart, Eventbrite, Zibster, Vend/Lightspeed, Wild Apricot, Bridge/PTS, SFS, EDSS, KEANE.

Education

Master of Arts, Museum Studies/ University of Leicester, UK

Bachelor of Arts, Art History/ SUNY Buffalo State University

Course – The Cycle: Management of Successful Arts & Cultural Organization/ University of Maryland

Leadership

Schenectady County Historical Society, Board of Trustees (2018 - present)

Schenectady County Historical Society, Development Committee Chair (2021 - present)

Schenectady County Historical Society, Personnel Committee (2023 - present)

Albany Institute of History & Art, Gala & Event Committee, (2021 - 2023)