

# Alexandra Chamberlain

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<b>Education</b>	<b>Savannah College of Art and Design   May 2015</b> MA, Arts Administration	<b>DePauw University   May 2013</b> BA, Art History, English Literature, Minor: Studio Art
	<b>Northwestern University   March 2019</b> Museum Studies Certificate, School of Professional Studies	
<b>Experience</b>	<b>ViVA – Virtual Visiting Artists   Virtual</b> <i>Director of Relationship Management</i> <ul style="list-style-type: none"><li>• Create a master schedule and enforce plans that will help meet the needs of client colleges, universities, municipalities, and other organizations;</li><li>• Build long-term relationships with artists, clients, and key institutional contacts</li><li>• Work quickly to address and resolve artist and client issues;</li><li>• Notify ViVA leadership and team members of new opportunities and participate in strategic planning and alignment efforts;</li><li>• Become familiar with any new services in the same or adjacent arenas;</li><li>• Encourage good customer service practices;</li><li>• Work closely with artists and clients to boost their effective implementation of ViVA artist talks;</li><li>• Lead a small team of interns in the management of artist and client relations;</li><li>• Help grow ViVA's Relationship Management efforts and develop a team as demand and needs emerge;</li><li>• Promote and maintain a positive organizational image.</li></ul>	Jul 2021-present
	<b>Association of Academic Museums and Galleries   Virtual</b> <i>Director of Operations</i> <i>Independent Contractor, Project Manager, Communications Oversight</i> <ul style="list-style-type: none"><li>• Provide operational and administrative services and program management for the organization and all facets of the board of directors</li><li>• Develop and implement a membership campaign and continue to clean up membership database</li><li>• Provide communication services, primarily by way of newsletters, social media oversight, and website upkeep</li><li>• Work towards the successful production of the annual conference, emphasizing the planning, registration, and marketing processes</li><li>• Market the organization and its annual conference through various digital means</li><li>• Provide basic daily financial management of the organization</li><li>• Maintain oversight and review of existing and updating membership</li><li>• Act as liaison between membership and board members when necessary, assisting members as inquiries arise</li></ul>	Sept 2022-present Jan 2021-Aug 2022
	<b>LJA, LLC   Greencastle, IN</b> <i>Bookkeeper, Communications Management</i> <ul style="list-style-type: none"><li>• Manage all bookkeeping for the small independently owned sole proprietorship, including but not limited to working with banks, accountant, and Internal Revenue Service for annual tax filings</li><li>• Work with the owner to build and maintain ongoing work schedule</li><li>• Communicate with all clients in regards to bills, receipts, and payment processing</li><li>• Maintain social communication channels</li><li>• Manage all bills, including maintaining insurance and outside vendors</li></ul>	Apr 2019-present
	<b>Indiana University Purdue University Indianapolis, Museum Studies Program   Indianapolis, IN</b> <i>Associate Faculty, Museum Studies Program</i> <ul style="list-style-type: none"><li>• Design and instruct one 3 credit course per semester. Course taught:<ul style="list-style-type: none"><li>• MSTD-A405/A505, Museum Methods, Spring 2022</li></ul></li></ul>	Jan 2022 – May 2022
	<b>DePauw University, Department of Art and Art History   Greencastle, IN</b> <i>Part-time Assistant Professor of Art and Art History</i> <ul style="list-style-type: none"><li>• Design and instruct one course per semester. Course taught:<ul style="list-style-type: none"><li>• MSST 110A, Contemporary Issues in Museum Studies Fall 2021</li></ul></li></ul>	Aug 2021-Dec 2021

## Terre Haute Children's Museum | Terre Haute, IN

Dec 2020

### *Pod Leader*

- Assist with planning and implementing Learning Pods
- Teach lesson plans and basic lab experiments each day
- Lead service projects and pod hobby activities
- Supervise and manage pod volunteers/work study
- Create a safe and engaging atmosphere for podsters
- Appropriate behavior management of podsters
- Serve as the primary contact between parents and podsters

## Indiana State University | Terre Haute, IN

Aug 2019-Dec 2020

### *Gallery Director and Instructor*

- Design and instruct one to two courses per semester. Courses taught include:
  - ARTH 481/581, Curatorial Practices, Fall 2019, Spring 2020, Fall 2020
  - ARTP 496, Final Visual Exhibition, Fall 2019, Spring 2020, Fall 2020
  - MST 101, Introduction to Museum Studies, Spring 2020
- Conceptualize, maintain, and program three exhibition spaces totaling just under 3,000 square feet of space
- Oversee and train one part-time staff member, and several student volunteers and student workers throughout gallery spaces on a variety of exhibition and curatorial related tasks
- Maintain oversight of general departmental administration tasks including, but not limited to, maintenance of curatorial files, budget, and correspondence
- Implement and supervise layout, installation, and de-installation of all exhibition spaces
- Supervise the promotion of all gallery related programs and events

## DePauw University | Greencastle, IN

Aug 2019-Feb 2020

### *Transitional Gallery Advisor*

- Maintain private and federal grants in cycle
- Oversee staff consisting of Registrar, Preparator, Administrative Assistant, and 5<sup>th</sup> Year Fellow
- Supervise layout, installation, and de-installation of exhibitions and campus art
- Manage the development, implementation and evaluation of exhibitions, collections, and events
- Assist in transitioning the incoming Gallery Director
- Maintain general departmental administration tasks including, but not limited to, maintenance of curatorial files, budgets, and correspondence

## DePauw University | Greencastle, IN

Nov 2018 – June 2019

### *Assistant Director and Curator of Exhibitions and Education*

July 2016 – Oct 2018

### *Assistant Curator of Exhibitions and Education*

- Assist with the conceptualization and implementation of interdisciplinary exhibitions, including budget management and tracking
- Research and interpret collections and acquisitions in preparation for exhibition and classroom teaching/use. This includes writing object labels and creating other didactics.
- Manage the development, implementation, and evaluation of educational programming and tours for both university students/faculty and local k-12. Find creative ways to integrate the visual arts across the liberal arts curriculum.
- Train and work with student volunteers on a variety of exhibition, collection, and education related tasks.
- Train and supervise undergraduate work-study students, volunteers, and interns.
- Aid the director with the preparation of private and federal grant submissions.
- Share in general departmental administration tasks including, but not limited to, maintenance of curatorial files, budgets, and correspondence.
- Assist with supervising layout, installation, and de-installation of exhibitions and campus art.
- Assist with the promotion of exhibitions and special programs.

## Association of Academic Museums and Galleries

Sept 2016 – Dec 2020

### *Social Media Manager*

- Curate content on AAMG's Twitter handle and Facebook page
- Track followers, likes, and shares of curated content

## **DePauw University | Greencastle, IN**

January 2017, 2018

*Part-Time Instructor for University Studies*

*Introduction to Museums*

- Designed and instructed an Introduction to Museums 3-week long course for undergraduate students at DePauw University

*On Display: Fakes, Frauds, and Forgeries in Museums*

- Along with Director/Curator Craig Hadley, designed and instructed a 3-week long course for undergraduate students at DePauw University on the topic of fakes and forgeries in museums

## **Arts Resource Collective (ARC) | Savannah, GA**

Feb 2016 – July 2016

*Communications Coordinator*

- Served as primary staff for the Board of Directors
- Maintained accurate public relations for ARC
- Supported ARC's communication both internally and externally

## **Art Rise Savannah | Savannah, GA**

Jun 2015 – Jun 2016

*Exhibitions Director (January 2016)/Gallery Manager*

- Approached and scheduled artists for exhibitions
- Installed and de-installed exhibitions
- Developed and maintained relationships with both artists and buyers
- Sold exhibition pieces
- Managed a team of interns and volunteers
- Managed gallery finances

## **Ray Ellis Gallery | Savannah, GA**

Jun 2015 – Jun 2016

*Gallery Assistant*

- Packed and shipped framed prints, unframed prints, notecards, and books
- Maintained inventory throughout the gallery
- Assisted in social media marketing
- Assisted in installing shows in the gallery space

## **Gutstein Gallery | Savannah, GA**

Oct 2014 – May 2015

*Docent*

- First line of communication with guests as they enter the gallery space
- Explained current exhibitions on display to visitors
- Conducted sales when necessary

## **The Butcher (Tattoo Studio and Fine Art Gallery) | Savannah, GA**

Sept 2014 – May 2015

*Arts and Social Media Intern*

- Collaborated with curator to install and de-install exhibitions
- Wrote press releases and contracts for upcoming exhibitions
- Managed all social media accounts several times weekly; including Tumblr, Twitter, Instagram, and Facebook to promote The Butcher

## **SCAD Collaborative Learning Center – Sponsored Course | Savannah, GA**

Sept 2014 – Nov 2014

*Lexington Foundation, Project Manager*

The Collaborative Learning Center enhances the education of SCAD students by providing real-world experiences by partnering them with companies, professors and other students in projects designed to resolve real problems or develop real products for the companies involved.

- Chosen as 1 of 12 students to participate in a SCAD Collaborative Learning Center course project with The Lexington Foundation from Gloversville, NY
- Chosen as the Project Manager to oversee the creation and development of projects for the course by the other 11 students
- SCAD collaborated with the foundation to research and develop an interior design strategy for a college-life facility and experience for high school students with developmental disabilities, who are preparing for an extended education in the arts, and a year-round cultural arts center for use by Lexington Foundation consumers and the public. Additionally, the class developed concepts for a marketing strategy and a strategic plan for additional sources of revenue that can be generated through the arts center for financial stability throughout the next 5 years.

**DePauw University | Greencastle, IN**

Aug 2013 – May 2014

*Arthur E. Klauser Collections and Community Outreach Intern*

- Assisted in installing and de-installing over ten exhibitions
- Independently created and executed programs in a K-12 classroom environment
- Assisted in various collections work including physical inventory, updating, and adding records to PastPerfect

**Low Road Gallery | Greencastle, IN**

Aug 2013 – May 2014

*Co-Director*

- Approached and scheduled area artists for exhibitions
- Installed and de-installed over ten exhibitions
- Created and executed a silent auction fundraiser, raising over \$3,000
- Developed and maintained relationships with both artists and buyers
- Independently conducted sales between artists and buyers

**Indiana State Museum | Indianapolis, IN**

May 2012 – Jul 2012

*Collections Intern*

- Used MIMSY XG and and Chenhall nomenclature to catalog 200+ prints from the T.C. Steele photograph collection, writing rich descriptions of the prints; scanning and linking images to the records; and posting completed records to the online database for research purposes and collection visibility
- Applied proper artifact-handling techniques to assist with gallery cleaning and exhibition de-installation
- Authored a blog post for the Museum's blog to market the upcoming gallery renovations
- Supervised a team of interns in inventorying and packing 100-plus artifacts approved to de-accession
- Identified permanent storage locations for hundreds of artifacts in the paper collection

**Editions Limited, Inc. | Broad Ripple, IN**

May 2012 – Jul 2012

*Gallery Intern*

- Updated gallery website with artists' information and works
- Photographed artwork and organized artists' computer files

**Evansville Museum of Art, History, and Science | Evansville, IN**

Jan 2011

*Collections Intern*

- Catalogued and photographed textile collection at off-site storage facility
- Worked closely with Registrar to update collections database

**Skills**

*Proficient:* Microsoft Office, Mimsy XG, PastPerfect, Oral and Written Communication, Social Media, Google Suite applications, Wild Apricot, EventSquid, Canva, Groups.io, Zoom, Quickbooks Online  
*Basic:* Adobe Creative Suite, Grantwriting, Fundraising, Big Tree, Drupal, Wordpress, SurveyMonkey, MailChimp, Moodle, Canvas, Cvent

**Publications**

- “Embracing the Humanities: The Arthur E. Klauser Japanese Art Collection”*** Fall 2019  
Copy Editor, Article Contributor
- Charged spaces: Navigating complex exhibition content for university audiences*** February 2019  
Article in *The Museum Review*, Volume 4, Number 1 (2019), co-written with Craig Hadley
- “Repeat Repeat: Gestures of Repetition in Video Art”*** Exhibition Pamphlet February 2019
- “Controlled Identity: Portraiture from the DePauw University Permanent Art Collection”*** February 2018  
Exhibition Pamphlet
- “Infinite Splendor, Infinite Light: The Bruce Walker '53 Collection of Tibetan Religious Art”*** Fall 2017  
Copy Editor
- “Conversations: A Retrospective Exhibition Georgette Zirbes '62”*** March 2017

Exhibition Handout, Interviewer/Writer

**“Abstract Traditions: Postwar Japanese Prints from the DePauw University Permanent Art Collection” Exhibition Catalog**, Copy Editor Sept 2016

**“Curating the Burn: The Art of Art Curation” by Leigh Jerome** Apr 2016  
Contributed discussion through an e-mail interview for Jerome, <http://www.leighjerome.com/burn-blog>

**MRC Courier, Midwest Registrars Committee, Volume 26, Number 1, Spring 2014** Spring 2014  
“Collections to Classroom, Community to Collections”

## Academic and Professional Societies

Small Museum Association, member since 2021  
Greencastle Civic League, member since 2017  
Midwest Registrars Committee, member since 2016  
Arts Action Fund, member since 2015  
Americans for the Arts, member since 2015  
Association of Academic Museums and Galleries, member since 2013  
Pi Beta Phi, Fraternity for Women, member since 2010

Association of Art Museum Curators, member 2018-2019  
American Alliance of Museums, member 2017-2019  
International Visual Literacy Association, member 2017-2019

## Board & Committee Memberships

The Castle (The Putnam County Coalition for Education and the Creative Arts, Inc.),  
Secretary, Board of Directors, April 2019-present  
Putnam County Arts & Culture Committee, Putnam County Visitor’s Bureau, Putnam County Mural  
Project/Festival, Artist Relations, Budget Oversight, October 2018-present  
Greek Community Board (Formerly Greek Leadership Advisory Committee), DePauw University  
Representative for Pi Beta Phi Fraternity for Women, Inc., Indiana Epsilon Chapter  
August 2018-present  
Alumnae Advisory Committee Member, Pi Beta Phi Fraternity for Women, Inc., Indiana Epsilon Chapter  
September 2016-present  
Chair, August 2018-present

Indiana Arts Homecoming 2020 Steering Committee, Indiana Arts Commission, 2020  
Association of Academic Museums and Galleries (AAMG), Vice President of Communications, August  
2019 – December 2020

Annual Conference Committee, January 2020-December 2020  
WFIU Public Radio, Community Advisory Board, Bloomington, Indiana, January 2019-October 2020  
Indiana Arts Homecoming 2019 Steering Committee, Indiana Arts Commission, 2019  
Greencastle Arts Council, January 2017-December 2018

Secretary, May 2018-December 2018  
NoExit Performance Company, September 2017-September 2018  
Chair of the Development Committee, December 2017-September 2018  
Starland Community Council, Board of Directors, Secretary, January-June 2016

## References

Craig Hadley, Executive Director  
Dennos Museum Center, Northwestern Michigan College, Traverse City, MI  
317.658.9346, [hadley.craig@gmail.com](mailto:hadley.craig@gmail.com)

Christie Anderson, Registrar University Collections  
DePauw University, Greencastle, IN  
765.658.4902, [cyanderson@depauw.edu](mailto:cyanderson@depauw.edu)

Beth Benedix, Founder/Executive Director of The Castle  
The Castle, Greencastle, IN  
765.719.2069, bbenedix@depauw.edu

Kayla Birt-Flegal, Access and Outreach Services Librarian with Rank of Associate Professor  
DePauw University, Greencastle, IN  
765.720.7077, kaylabirt@depauw.edu

## **Symposium/Conference Presentations, Talks, etc.**

- Navigating Galleries, Museums and Academia*, Next Level Business Workshop for Creative Entrepreneurs, The Arts Council of Southwestern Indiana, Indiana Arts Commission, August 2022
- Thinking Through Your Community Art Project*, Indiana Arts Homecoming 2020, Online Conference, Indiana Arts Commission, October 2020
- Visual Thinking Strategies and The Framework in the Undergraduate Classroom: Research as Inquiry and Scholarship as Conversation through the Lens of a University's Art Collection*, Accepted Conference Session for the Supporting Undergraduate Research Conference to Reed College, Portland, OR, conference cancelled due to COVID-19
- Creative Solutions for Student Exhibitions*, Panelist for Webinar in Response to COVID19, Association of Academic Museums and Galleries, Zoom Online Conferencing, March 2020
- Everything is Free, Creating Art While Walking the Line of Fair Use*, Moderator for alumni and curator panel as part of "Fair Use Week" at Indiana State University, Terre Haute, IN, February 2020
- Visual Thinking Strategies and The Framework in the Undergraduate Classroom: Research as Inquiry and Scholarship as Conversation through the Lens of a University's Art Collection*, Poster presentation at Indiana State University's Learning Connections Summit, Terre Haute, IN, October 2019
- Visual Thinking Strategies: Teaching, Training, and Evaluation*, Roundtable discussion at Association of Academic Museums & Galleries Annual Conference, Minneapolis, MN, June 2019
- Co-Curricular Connections: Student Clubs and After-School Activities in the Academic Museum*, Panel at Association of Academic Museums & Galleries Annual Conference, Minneapolis, MN, June 2019
- Visual Thinking Strategies and The Framework in the Undergraduate Classroom: Research as Inquiry and Scholarship as Conversation through the Lens of a University's Art Collection*, Poster presentation at Association of Academic Museums & Galleries Annual Conference, Minneapolis, MN, June 2019
- Visual Thinking Strategies & ACRL's Framework: How to encourage research confidence in undergraduates*, Presentation at The 18<sup>th</sup> Annual Information Literacy Summit, Palos Hills, IL, April 2019
- Building an Arts-Infused Learning Community in Putnam County*, Grant presentation at Indiana Arts Homecoming, Fort Wayne, IN, October 2018
- Charged Spaces: Facilitating Difficult Conversations in the University Art Museum*, Panel at Association of Academic Museums & Galleries Annual Conference, Miami, FL, June 2018
- "May the odds be ever in your favor"\*...*Unless Your Name is Rue: The Ethics of the Portrayal of Racial Diversity in Film and Novel*, Paper presentation at Children's Literature Ethics Symposium, Greencastle, IN, September 2012

## **Professional Development**

- August 2022, Indiana Arts Commission, Creative Entrepreneurs Workshop, (Terre Haute, IN)
- December 2021, Americans for the Arts, National Arts Marketing Project Conference 2021 (online)
- November 2021, American Alliance of Museums, Environment and Climate Network, On the Front Line: Arctic Museums and Climate Change (online)
- October 2021, Indiana Arts Commission, Indiana Arts Homecoming 2021 (online)
- December 2020, Americans for the Arts, National Arts Marketing Project Conference 2020 (online)
- October 2020, Indiana Arts Commission, Indiana Arts Homecoming 2020 (online)
- August 2020, Diversity, Equity, and Inclusion Training, completed online through Pi Beta Phi Fraternity for Women (Online)
- August 2020, Online Teaching Certificate, completed through Indiana State Online, (online)
- June 2020, Association of Academic Museums and Galleries, Annual Conference (online)
- October 2019, Indiana Arts Commission, Indiana Arts Homecoming 2019 (Indianapolis, IN)
- October 2019, Learning Connections Summit, (Terre Haute, IN)
- June 2019, Association of Academic Museums and Galleries, Annual Conference, (Minneapolis, MN)
- April 2019, Information Literacy Summit, Annual Summit, (Palos Hills, IL)

November 2018, International Visual Literacy Association, Annual Conference, (Chicago, IL)  
October 2018, Indiana Arts Homecoming (Fort Wayne, IN)  
July 2018, Association of Midwest Museums, Annual Conference, (Chicago, IL)  
June 2018, Certificate of Participation, Professional Development Bootcamp: Surviving and Thriving within a Parent Institution, Lowe Art Museum, University of Miami, Association of Academic Museums and Galleries, International Council of Museums-University Museums and Collections  
June 2018, Association of Academic Museums and Galleries, Annual Conference, (Miami, FL)  
October 2017, Indiana Arts Alliance Indiana Arts Homecoming (Indianapolis, IN)  
September 2017, International Visual Literacy Association Annual Conference (Boston, MA)  
May 2017, American Alliance of Museums Annual Conference and Museum Expo (St. Louis, MO)  
November 2016, National Arts Marketers Project Conference (Austin, TX)  
September 2016, Indiana Campus Compact Networking Retreat (Martinsville, IN)  
September 2016, Expo Chicago (Chicago, IL)

## Grants/Awards Received

June 2022, Indiana Housing and Community Development Authority's CreatINg Places matching grant for the Putnam County Mural Project, \$25,000, [putnamcountymuralproject.org](http://putnamcountymuralproject.org)  
June 2022, Indiana Arts Commission, Project Support Grant for the Putnam County Mural Project, \$3,900, [putnamcountymuralproject.org](http://putnamcountymuralproject.org)  
July 2019, Indiana Housing and Community Development Authority's CreatINg Places matching grant for the Putnam County Mural Project, \$30,000, [putnamcountymuralproject.org](http://putnamcountymuralproject.org)  
October 2018, Two Day Scholarship to attend the 2018 Indiana Arts Homecoming in Fort Wayne, IN (includes registration and \$175 towards travel and accommodations)  
February 2017, Indiana Campus Compact Service Engagement Grant-Listening to Communities, \$1,500

## Jurying

Putnam County Student Art Show, K-12, Putnam County Museum, Greencastle, IN, March 2022  
Round the Fountain Art Fair, Lafayette, IN, May 2021  
Greencastle Arts Council, Juried Banner Contest for Area Middle Schoolers, Greencastle, IN, May 2021  
DePauw University, Department of Art, Annual Juried Student Exhibition, Greencastle, IN, March 2021  
Arts Panel Contributor for *Locality*, juried art exhibition hosted by the Greencastle Arts Council, Putnam County, IN, June 2020  
North Putnam High School and Middle School Student Art Show, Putnam County, IN, April 2019  
Greencastle High School Student Photography Exhibition, Huber Arts Fund, Greencastle, IN, April 2018  
25th Annual *Working Together* Exhibition, Evansville Museum, Arts Council of Southwestern Indiana, Evansville, IN, April 2018

## Grant Review Work

On-Ramp Program, Indiana Arts Commission, Grant Review Panelist, Summer 2022  
United Way of Central Indiana, Putnam County Grant Workgroup, Spring 2022  
Mid-America Arts Alliance, Creative Forces Grant Review Panelist, Spring 2022  
Indiana Arts Commission Grant Review Panelist, Spring 2019  
National Endowment for the Arts Visual Arts Grant Review Panelist, Spring 2019