

Alexandra Chamberlain

alex.chams@gmail.com | (812) 630-3268 | linkedin.com/in/alexandrachamberlain | alexandrachamberlain.com

Education	Savannah College of Art and Design May 2015 MA, Arts Administration	DePauw University May 2013 BA, Art History, English Literature, Minor: Studio Art
	Northwestern University March 2019 Museum Studies Certificate, School of Professional Studies	
Experience	Association of Academic Museums and Galleries Virtual <i>Director of Operations</i> <i>Independent Contractor, Project Manager, Communications Oversight</i>	Sept 2022-present Jan 2021-Aug 2022
	<ul style="list-style-type: none">• Provide operational and administrative services and program management for the organization and all facets of the board of directors• Develop and implement a membership campaign and continue to clean up membership database• Provide communication services, primarily by way of newsletters, social media oversight, and website upkeep• Work towards the successful production of the annual conference, emphasizing the planning, registration, and marketing processes• Market the organization and its annual conference through various digital means• Provide basic daily financial management of the organization• Maintain oversight and review of existing and updating membership• Act as liaison between membership and board members when necessary, assisting members as inquiries arise	
	LJA, LLC Greencastle, IN <i>Bookkeeper, Communications Management</i>	Apr 2019-present
	<ul style="list-style-type: none">• 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• Work with the owner to build and maintain ongoing work schedule• Communicate with all clients in regards to bills, receipts, and payment processing• Maintain social communication channels• Manage all bills, including maintaining insurance and outside vendors	
	ViVA - Virtual Visiting Artists Virtual <i>Director of Relationship Management</i>	Jul 2021-Jun 2023
	<ul style="list-style-type: none">• Create a master schedule and enforce plans that will help meet the needs of client colleges, universities, municipalities, and other organizations;• Build long-term relationships with artists, clients, and key institutional contacts• Work quickly to address and resolve artist and client issues;• Notify ViVA leadership and team members of new opportunities and participate in ^[1]strategic planning and alignment efforts;• Become familiar with any new services in the same or adjacent arenas;• Encourage good customer service practices;• Work closely with artists and clients to boost their effective implementation of ViVA artist talks;• Lead a small team of interns in the management of artist and client relations;• Help grow ViVA's Relationship Management efforts and develop a team as demand and needs emerge;• Promote and maintain a positive organizational image.	
	Indiana University Purdue University Indianapolis, Museum Studies Program Indianapolis, IN <i>Associate Faculty, Museum Studies Program</i>	Jan 2022 – May 2022
	<ul style="list-style-type: none">• Design and instruct one 3 credit course per semester. Course taught:<ul style="list-style-type: none">• MSTD-A405/A505, Museum Methods, Spring 2022	
	DePauw University, Department of Art and Art History Greencastle, IN <i>Part-time Assistant Professor of Art and Art History</i>	Aug 2021-Dec 2021
	<ul style="list-style-type: none">• Design and instruct one course per semester. Course taught:<ul style="list-style-type: none">• MSST 110A, Contemporary Issues in Museum Studies Fall 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 5th 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, Whova, Canva, Groups.io, Zoom, Quickbooks Online
Basic: Adobe Creative Suite, Grantwriting, Fundraising, Big Tree, Drupal, Wordpress, SurveyMonkey, MailChimp, Moodle, Canvas, Cvent

Publications

- "Visual Thinking Strategies and the Framework in the Undergraduate Classroom"* Chapter in Cultural Heritage and the Campus Community: Academic Libraries and Museums in Collaboration Fall 2022
- "Embracing the Humanities: The Arthur E. Klauser Japanese Art Collection"* Copy Editor, Article Contributor Fall 2019
- Charged spaces: Navigating complex exhibition content for university audiences* Article in *The Museum Review*, Volume 4, Number 1 (2019), co-written with Craig Hadley February 2019
- "Repeat Repeat: Gestures of Repetition in Video Art"* Exhibition Pamphlet February 2019
- "Controlled Identity: Portraiture from the DePauw University Permanent Art Collection"* Exhibition Pamphlet February 2018
- "Infinite Splendor, Infinite Light: The Bruce Walker '53 Collection of Tibetan Religious Art"* Copy Editor Fall 2017
- "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

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-June 2023

Chair, August 2018-June 2023

Pi Beta Phi Awards Committee, Member, August 2023-present

The Castle (The Putnam County Coalition for Education and the Creative Arts, Inc.), Secretary, Board

Board of Directors, April 2019 - February 2023

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, chadley@nmc.edu

Christie Anderson, Registrar University Collections

DePauw University, Greencastle, IN

765.658.4902, cyanderson@depauw.edu

Kristen Fuhs Wells, Executive Director
Association for Practical and Professional Ethics, Greencastle, IN
317.435.3095, kristen@appe-ethics.org

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.

First & Main: The Intersection of Public Art, Tourism, and Economic Development, Indiana Tourism Conference, Evansville, IN, March 2024

Growing Community Creativity: Strategies for Public Art, Accelerate Indiana Municipalities Idea Summit, French Lick, IN, August 2023

Perspectives from the Field, Creative Convergence Pilot Workshop, Indiana Communities Institute (ICI), Indiana Arts Commission (IAC), Creative Insight Community Development (CICD), Indianapolis, IN, April 2023

Building Research Curiosity and Confidence through Visual Thinking Strategies (VTS) and the Framework, LOEX 2023 Conference, Harrisburg, PA, May 2023 (could not travel to, but was represented in)

Building Research Curiosity and Confidence through Visual Thinking Strategies (VTS) and the Framework, Workshop for Instruction in Library Use WILU Conference, Montreal, Canada, May 2023 (could not travel to, but was represented in)

Creative Community Development Workshop, Placemaking Roundtable, Indiana Arts Commission, April 2023

Work Management for Student Leaders, Student Organization Leadership Summit, DePauw University Office of Fraternity and Sorority Life, September 2022

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 18th 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

March 2024, Nonprofit Management Essentials, Center for Nonprofit Management, Kellogg School of Management at Northwestern University
December 2023, American Association for State and Local History, Small Museums Summit (online) July 2023, Association of Midwest Museums, Annual Conference (Indianapolis, IN)
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 2024, Indiana Arts Commission, Project Support Grant for the Putnam County Mural Project, \$4,000, putnamcountymuralproject.org
June 2022, Indiana Housing and Community Development Authority's CreatINg Places matching grant for the Putnam County Mural Project, \$25,000, putnamcountymuralproject.org
June 2022, Indiana Arts Commission, Project Support Grant for the Putnam County Mural Project, \$3,900, 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
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

Round the Fountain Art Fair, Lafayette, IN May 2023

Hoosier Women Artists, program through the Indiana Arts Commission to select works to be on display in the IN Statehouse, February 2023

Indiana High School Ethics Bowl, Greencastle, IN, February 2023

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

National Endowment for the Humanities, Public Impact Projects, Summer 2024

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

Yoga Teacher Certification

200hr Yoga Teacher Certification, CitYoga, Indianapolis, IN, Completed February 2023, Yoga Alliance Certified

Miscellaneous Recent Work Experience

5th Year Intern Oversight and Exhibition Development, DePauw University Department of Art & Art History, Greencastle, IN, Spring - Spring 2023

Exhibition Development with Jodi McCoy, Missouri State University, Springfield, MO, Fall 2022 - Summer 2023

Commissioned by the Indiana Arts Commission to develop a "best practices" guide for public art in the state of Indiana, Fall 2023, Accessible online here: https://www.in.gov/arts/files/IAC_CY23-Public-Art-Toolkit.pdf.