

# BREYANNE A. URBIN

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## **SUMMARY**

Enthusiastic museum professional with a focus in history and the fine arts. Experienced in collections and archive management, museum education, digitization, preservation, and research.

## **EDUCATION**

**Indiana University**, Indianapolis, IN

*Master of Arts in Museum Studies (2022)*

*magna cum laude*

**Ball State University**, Muncie, IN

*Bachelor of Arts in Art History, Minor Studio Art (2020)*

*cum laude*

## **EXPERIENCE**

### **Archive Fellow**

August 2021–May 2022

*Great American Songbook Foundation*, Carmel, IN

A private foundation that houses over 500,000 musical arrangements, photographs, paper documents, and textiles from composers, musicians, and singers significant to early 20th-century jazz, pop, and Broadway music.

- Safely processed, rehoused, labeled, and shelved newly accessioned collections.
- Conducted initial reviews and inventories of 17 collections consisting mostly of paper, photographs, audio, and textile materials.
- Created metadata for approximately 1,800 files to improve the digital preservation of objects and increase the accessibility of collections for the public through CONTENTdm.
- Digitally scanned 500 two-dimensional objects to increase digital access to collections for the public.
- Assisted in accessioning new donations received by the organization.
- Responsible for implementing Integrated Pest Management procedures to ensure the safety of collections.

### **Historical Site Interpreter**

August 2020–August 2021

*Levi and Catharine Coffin Historic Site*, Fountain City, IN

Home of notable antislavery abolitionists who helped over 1,000 freedom seekers as they journeyed north to Canada on the Underground Railroad.

- Facilitated story-driven tours to visitors through a historic site which promoted connections between people and history.
- Responsible for independently managing daily operations of the historic site, including opening and closing the interpretative center and historic house, overseeing all public-facing services, cleaning and maintenance, and executing gift shop and ticket sales.

**David Owsley Museum of Art, Muncie, IN**

January 2017–May 2020

Began as an Education Intern and a volunteer Museum Docent. Because of my enthusiasm, reliability, and intimate knowledge of the collection, I was promoted through the Education Department, during my tenure at DOMA, concluding with Interpretive Assistant.

**Interpretive Assistant**

May 2019–May 2020

- Promoted to Interpretive Assistant.
- Prepared and organized interpretive material for special exhibitions and the permanent collection.
- Helped introduce and train new student interns on the facilities, processes, preferred methods of interpretation, and standards for running programs.
- Compiled, organized, and maintained lists and directories of teachers and docents.
- Created and inputted surveys through Qualtrics for events and tours to find opportunities for improvement.

**Education Assistant**

January 2017–May 2019

- Coordinated with the organization and all facets of Education programming including K–12, special events, and public outreach.
- Led and collaborated on a team to plan and facilitate museum programming, for the improvement of community engagement.
- Created activities for special exhibitions and events to encourage visitors' critical thinking and creativity.
- Researched and summarized art objects and wrote tour outlines to supplement docent tours.

**David Owsley Museum of Art, Muncie, IN**

January 2017–May 2020

**Museum Docent**

- Created and led group tours to educate visitors on the history of art objects.

**SKILLS**

- Familiar with a variety of collection and database management systems including Access to Memory, LibraryWorld, and CONTENTdm.
- Qualtrics
- Blackbaud Altru
- Adobe Photoshop & Illustrator