

Allison Stacy

Professional Summary

A highly motivated individual looking to showcase my skillsets and theoretical knowledge of museum principles. My work history demonstrates excellent experience in practical applications of project and exhibit management, visitor and donor communications, administration development, and historical research.

Education

- **University of Maryland-College Park | Online Graduate Certificate | December 2020**
Anthropology, Culture and Heritage Resource Management
- **University of Leicester | Master of Arts | September 2018**
Museum Studies, Specialism in Cultural Heritage
- **Mercyhurst University | Bachelor of Arts | June 2016**
Public History, Minor: Dance

Key Skills

Art/Artifact Handling & Interpretation, Administrative and Supervisory Functions, Donor Communication, Google Drive/Suite, Microsoft Office and Excel, Outlook, PastPerfect, Raiser's Edge NXT, Situational Leadership, Social Media and Website Marketing, Tessitura

Experience

Interpretation and Education Internship | National Park Service | Washington D.C
May 2020 – August 2020, 40 Hours/Week, Remote, \$3,000 Stipend

- Weekly writings and editing for two NPS digital platforms: *Teaching with Historic Places* and *Heritage Travel Itineraries*
- Implemented digital cultural heritage, virtual travel, and place-based pedagogies for NPS parks
- Independently developed interpretation text for Assateague Island National Seashore emphasizing climate change and sustainability. My contributions on climate communication are now seen in Assateague Island Visitor Center and Park Ranger/Interpreter scripts.
- Effectively communicated project information between on-site interpretation staff and D.C Head Office

Assistant Program Manager | George Washington Leadership Institute | Mount Vernon, Virginia
June 2019 – June 2020, 40 Hours/Week, \$40,000 Annual

- Coordinated event schedules and varying logistics for tailored programming such as travel arrangements, leadership lecturers, and payment invoices.
- Working with the VIP clients such as Senior Ranked Government/Military, Boards of NGOs and Trade Associations, I conducted all communication with timely information and responses.
- Maintained excellent preservation needs for 18th/19th Century documents, manuscripts, and artifacts
- Revised budget and financial reports on Tessitura enhancing the Institute's development and growth

Development Associate/Annual Fund | Academy of the Holy Cross | Kensington, Maryland
October 2018 – July 2019, Temporary Position, 40 Hours/Week, \$40,000 Annual

- Administered proper data entry, donor research, and gift acknowledgement in Raiser's Edge NXT
- Implemented GiveCampus Fundraising Platform and Wealth Engine resources for Development. Its first use on Giving Tuesday successfully raised over \$75,000 and gained 250+ new donors
- Oversaw all social media platforms to market and promote events, fundraisers, and school successes
- Substitute History Teacher in all-girls education, grades 9-12
- Developed and attended stakeholder/board meetings and donor events/galas

Collections Internship | Historic Annapolis | Annapolis, Maryland
October 2018 – July 2019, Part Time, 16 Hours/Week, Unpaid

- Managed and refined the museum's collection on History IT: accessioning and deaccessioning artifacts, cataloguing all "on-loan" objects, digitizing filed records
- Executed preservation and documentation techniques improving artifact conditions
- Assisted in the development and evaluation of the new Historic Annapolis exhibits. Ordering preservation acid-free materials and establishing a risk-management protection plan
- Performed routine historical research and writing for catalog records and exhibit displays

**Visitor Services Assistant | King Richard III Visitor Centre | Leicester, United Kingdom
January 2018 – October 2018, 28 Hours/Week, \$8 per Hour**

- Managed reception: answering inquiries, scheduling tickets/tours & board meetings, cash-handling
- Conducted Tours and Workshops for students (K-12), international visitors, professional societies
- Pioneered family-friendly activities and events with Director of Interpretation
- Trained volunteers and new associates in presenting exhibit information
- Oversaw gift shop stock replenishment, inventory, and sales revenue
- Proficient in museum maintenance and exhibition protocols; performing routine cleaning of objects and excavation sites

Previous Employment

- April 2017 – Dec. 2019, Entertainment Team, Washington Nationals Baseball
- Aug. 2016 – June 2017, Library Assistant/Substitute History Teacher, Stone Ridge School
- Sept. 2015 – Aug. 2016, Research Assistant/Social Media Coordinator, Mercyhurst University
- April 2014 – Sept. 2017, Sales Manager, Express Retail
- April 2014 – Nov. 2014, Archive Internship, Smithsonian Folklife and Cultural Heritage

Exhibitions and Projects

- **March 2020, Digitization and Licensing of Visual Resources, “Archaeology Online”**
 - National Library for the Study of George Washington, Special Collections
- **July 2018, WWII Oral History Interviews and Transcriptions**
 - Leicestershire Archaeological and Historical Society
- **March – Sept. 2018, Royal Opera House**
 - Exhibition Design and Audience Engagement Research, ‘Open Up’ Redevelopment
- **Feb. 2018, “Dance Right In: 1920s Jeweled Embellished Heels”**
 - University of Leicester and DuncanMcCauley
- **Sept. 2015 – May 2016, “You Are Here, We Are Here” Oral History Exhibit**
 - Mercyhurst Public History Department and Erie Art Museum
- **Sept. 2014 – Dec. 2014, “Erie Places, Erie Stories”**
 - Erie Art Museum

Awards and Acknowledgements

- 2019, Washington Nationals Team Services MVP Award
- 2018, President of University of Leicester’s Museum Society
- 2018, Member of the Leicestershire Archaeology and History Society
- 2016, President of Mercyhurst History Club
- 2015, Vice President of Mercyhurst Dance Department’s Outreach Team