



MARGARET SMITH

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Museum professional with over 5 years of experience and advanced degrees. Currently working towards a Master of Arts of Museum Studies and expected to graduate in May 2025. Passion for collections, archives and all things artifacts.

EXPERIENCE

AUG 2024-
PRESENT

COLLECTIONS INTERN, MASONIC LIBRARY AND MUSEUM

- Cataloguing including taking photos and scanning documents
- Research on Famous Masons and Masonry
- Exhibits

AUG 2023-
PRESENT

COLLECTIONS ASSOCIATE AND DIRECTOR OF EDUCATIONAL PROGRAMING, WAYNE COUNTY HISTORICAL MUSEUM

- Create permanent homes for the museum's extensive collection according to national museum standards and teach interns and volunteers how to build boxes
- Help curate exhibits, including the Seara Burton Memorial Exhibit and the 2024 Signature Exhibit
- Catalog the museum's extensive collection and responsible for the physical application of accession numbers on artifacts
- Administration work

JUNE 2019-
AUGUST 2023

EDUCATIONAL OUTREACH & PROGRAMS MANAGER, WAYNE COUNTY HISTORICAL MUSEUM

- Developed and ran educational programs for all ages and matched educational programs with Indiana State Standards
- Lead tours for adults and school children
- Coordinated and managed volunteers and interns and managed Programs committee
- Directed Summer Camp for children ages 8-13 (2020-2024)
- Assisted with collections and exhibits

JULY 2018-
DEC 2018

VOLUNTEER, THE LEVI AND CATHARINE COFFIN HISTORIC SITE

- Led tours explaining the roles of Catharine and Levi Coffin on the Underground Railroad
- Provided excellent customer service, welcoming guests and assisting them in the gift shop

MAY 2014-
MAY 2015

STUDENT WORKER, EARLHAM COLLEGE ARCHIVES

- Processed old documents about Quakers in Indiana
- Work in cold storage with invaluable books
- Helped patrons find books for their research about their Quaker ancestry, reshelfed books according to the Dewey Decimal System, and worked on various projects

EDUCATION

EXPECTED TO
GRADUATE MAY
2025

MASTER OF MUSEUM STUDIES, INDIANA UNIVERSITY INDIANAPOLIS

- Straight A Student including for research projects
- Collections Focus including Preventive Conservation training
- Library Science and Archives Electives/ Public History Electives

MAY 2019

MASTER OF EDUCATION, EARLHAM COLLEGE

- Straight A Student
- Informal Education in museums
- Created faux lesson plans/ Learned State Standards

MAY 2015

BACHELOR OF ARTS: HISTORY, EARLHAM COLLEGE

- Focus on European and US History

SKILLS

- Strong knowledge of best museum practices
- Excellent communication skills, both verbal and written
- Attention to detail and accuracy when accessioning artifacts
- Microsoft Office Proficient
- 5+ years PastPerfect
- Preventive Conservation
- Research Skills

ACTIVITIES

- Museum in a Box
- Certified Interpreter Guide
- Assisting Mummy Conservation