Shelby Silvernell, CA

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Education

MLIS - Archives and Digital Asset Management concentration
San Jose State University, 2020

Museum Collections Management and Care Graduate Certificate
George Washington University, 2017

Museum Studies Certificate
Northwestern University, 2015

BFA - Photography concentration
Maryland Institute College of Art, 2009

Skills

Capture hardware - Canon & Nikon DSLR, Epson flatbed scanners, Imacon Flextight drum scanners, Quartz planetary scanners, Kirtas book scanners, Better Light scanback, Phase One medium format
Imaging software - Photoshop CC, Bridge, Lightroom, Capture One
QA & QC - FADGI, ISO standards, GoldenThread
Digital asset management systems - Webdam, NetX, Extensis Portfolio, ThumbsPlus, Fedora repositories
Collections management databases - The Museum System, Past Perfect, STAR, Horizon

Experience

Digital Asset Specialist
Cultivate Learning, University of Washington (remote)
Fall 2021-Present
Responsible for maintaining Cultivate Learning's internal digital asset management (DAM) system - which hosts more than 20,000 original source videos, photos, and graphics used for internal production of educational materials, as well as several thousand finished professional development materials - and multiple customized external facing multimedia collections that have inter-dependent metadata schemas. Supports and provides training for the DAM system and multimedia collections for diverse audiences, including Cultivate Learning staff, educators, coaches, professional development providers, and higher education faculty through projects with the EarlyEdU Alliance, the Washington State Department of Children, Youth and Families, and others. Responsible for overseeing the development and implementation of an asset management system, which includes inventorying digital assets, developing effective databases, monitoring all digital asset systems, and supervising new upgrades.

Photography Archivist; Research Center Assistant Director, Archives & Access; Imaging dept.
Art Institute of Chicago
Summer 2019-Fall 2021
Managed the physical Imaging archives, including cultivating, processing, organizing, preserving, and making accessible via digitization archival material. Oversaw the digital Imaging archives, including file organization and culling, metadata creation, and revision of existing metadata. Improved documentation about the Imaging archives. Established, implemented, and maintained best practices, policies, procedures, and workflows for the management of the Imaging archives. Involved in ongoing information systems improvement and digital preservation activities. Ensured institutional discovery and access of Imaging's assets within information systems. Established, implemented, and maintained reference protocol to facilitate internal research requests. Improved metadata standards to allow greater access and self-service functionality within institutional information systems. Worked on cross-functional teams to support and contribute content for institutional projects, including publications, exhibitions, websites and social media, and public outreach. Trained and supervised interns and contract workers.

Archives Manager & Imaging Specialist
Post Production Technician (contract)
Art Institute of Chicago
Fall 2015-Summer 2019
Managed the institutional still film archives. Inventoried archival materials and created guidelines for preventive conservation measures. Assessed and provided recommendations on mass digitization, rehousing, and freezing. Researched the archives' history, provenance, and copyright issues. Managed a team of interns tasked with digitizing and rehousing negatives and creating new image records. Organized, performed QC on, and culled digital archives files, and assisted in the implementation of a new DAM system. Updated imaging files from the digital archives to meet departmental standards for delivery to internal and external clients. Digitized film archives of collections and exhibitions documentation.

Visual Resources Digitization Assistant
Northwestern University Library
Winter 2014-Summer 2015
Digitized and retouched 2D library materials. Performed QA and QC of project work using FADGI standards. Assisted with the conversion of time-based media for instruction. Presented imaging topics on behalf of the department's Peer Imaging Group to faculty, staff, and outside professionals. Created new guidelines and intake workflow for born digital materials. Worked as a QA team member on the Avalon Media System project.