

Sarah Elizabeth Galligan

•19 Jackson Street • Concord, NH 03301•
• 865-719-7220 • Sarah.E.Galligan@gmail.com•

EDUCATION

Simmons College Graduate School of Library and Information Science, Boston, MA

Dual degree Masters of Library Science

August 2013

Library Science degree with a concentration in Archival Management

Additional coursework in cultural heritage institutions and museum informatics, database management, and digital stewardship.

Dartmouth College, Hanover, NH

Bachelor of Arts in History with Honors

June 2009

Senior Honors History Thesis: British Clothing in Colonial India, 1857-1914

Rockefeller Center Honors Thesis Grant

Other Research Topic: The Royal Indian Naval Mutiny of 1847

Study Abroad: Language Study Abroad in Toulouse, France through Mirail University *Winter 2007*

History Foreign Study Program in London, England through University College, London. *Fall 2007*

RELATED EXPERIENCE

New Hampshire Historical Society, Concord, NH

Library Director

July 2015 - ongoing

-Direct and manage the day-to-day operations of the library overseeing four staff members and ten volunteers

-Create workflows for digitizing, processing, cataloging, and transcribing archival materials

-Collaborate with the education department to create workshops for students and adults

-Serve on the collections management team as the person in charge of accessioning, processing, and cataloging all incoming archival material, which includes overseeing the creation and updating of finding aids

-Participate as a member of the senior management team in long-range planning and staff policy issues

-Maintain and order supplies

-Continue tasks undertaken as Projects Archivist

Projects Archivist

October 2013-June 2015

-Process and catalog archival collections at the item, folder, and collection level into collections management system, Minisis M2A and M2L

-Present to the President, Vice-President, Board of Trustees, and potential donors

-Prepare exhibits using the New Hampshire Historical Society archival, library, and museum collections

-Collaborate with the education department to create workshops for students and adults

John F. Kennedy Presidential Library and Museum, Boston, MA

September 2012-August 2013

Processing Intern

-Prepare EAD finding aids from collections related to the life and times of President John F. Kennedy

-Input finding aids and descriptive information into the John F. Kennedy Library's digital asset management system, Documentum

-Research and describe audiovisual materials for finding aids

LEADS at Simmons College, Boston, MA

January 2013- May 2013

Student Volunteer

-Encoded Simmons College Archives finding aids into EAD (Encoded Archival Description) using Oxygen XML editor

-Ensured that EAD finding aids complied with DACS (Describing Archives: A Content Standard)

Sarah Elizabeth Galligan

•19 Jackson Street • Concord, NH 03301•
• 865-719-7220 • Sarah.E.Galligan@gmail.com•

Historic New England, Boston, MA

January 2013-May 2013

Cultural Heritage Intern at the Gropius House

- Inventoried, classified, and cataloged the Gropius House Special Collection
- Utilized OCLC (Online Computer Library Center) and Resource Space (open source digital asset management system) to digitally manage the Gropius House Special Collections
- Collaborated with a group of four students to produce an effective workflow for future student groups interning at the Gropius House

Museum of Printing, North Andover, MA

September 2012- December 2012

Cataloging Intern

- Cataloged and copy-cataloged books on printing and its history at the Museum of Printing Library
- Advised the Museum of Printing Archives staff how to catalog finding aids within their online public access catalog

Concord Free Library William Monroe Special Collections, Concord, MA

Archival Internship

February 2012 - May 2012

- Processed archival collections related to the history of Concord, MA
- Completed Finding Aids for several archival collections

MUSEUM AND EDUCATION EXPERIENCE

American Museum of Finance, New York, NY

Intern to the Director of Visitor Services

June 2008 - August 2008

- Supervised the museum front desk, welcoming visitors
- Led tours to school groups, camps, and individuals through the museum working with the education department to customize and enhance tours
- Classified and cataloged information related to museum exhibits

The Fells- John Hay Historic House and Grounds, Newbury, NH

Intern to the Education Director

January 2008 - March 2008

- Developed a Children's Nature Activities Booklet
- Assisted the Education Director in carrying out museum programs
- Researched programs and activities associated with the Fells grounds

MANAGERIAL AND CUSTOMER SERVICE EXPERIENCE

Marathon Sports, Locations throughout Greater Boston, MA area

Store Manager - Brookline, MA location

July 2010 - December 2011

- Oversaw all daily store operations including maintaining staff and customer relations, managing stock levels, re-merchandising, bookkeeping, and caring for general upkeep of the store.
- Initiated and implemented strategies to improve the store, employee morale, and the consumer experience while providing excellent customer service.
- Communicate with vendors and marketing teams to plan and execute special events
- Trained staff members and complete staff evaluations for upper management

Sales Associate/Assistant Manager

September 2009 - June 2010, January 2012 - August 2013

- Performed gait and biomechanical analysis to recommend to educate customers about shoe/apparel technology, injury prevention, and proper training
- Prepared and handled accessory defects for the entire company of six locations

SKILLS

Technical skills including languages and standards: Microsoft Office Suite, RefWorks, Web 2.0 and Social Media Technologies (blogs, wikis, RSS, Facebook, Twitter, Instagram, Tumblr, Flickr), MARC21, LC/LCSH, Dewey, AACR2, RDA, OCLC, HTML, CSS, PHP, MYSQL, EAD, EAC-CPF, DACS, OPACS, Archivist's Toolkit,

Sarah Elizabeth Galligan

•19 Jackson Street • Concord, NH 03301•
• 865-719-7220 • Sarah.E.Galligan@gmail.com•

Adobe Creative Suite, Oxygen XML editor, relational database model, Digital Asset Management systems,
Minisis collections management software, Windows and Microsoft operating systems
Foreign Language: Ability to read French, conversational French

PROFESSIONAL INVOLVEMENT AND CONTINUED EDUCATION

- Member of the Society of American Archivists (SAA): Student Poster Presenter at 2013 SAA Annual Conference in New Orleans, Louisiana, Key Contact for New Hampshire and Maine
- Member of the New England Archivists (NEA)
- Member New Hampshire Archives Group: Representative to the Regional Archival Associations Consortium to SAA
- Student Poster Presenter at 2013 SAA Annual Conference in New Orleans, Louisiana
- Leadership New Hampshire, Class of 2017