

# LAUREN REESE

708.600.7741 - LAUREN.C.REESE@GMAIL.COM - WWW.LAURENREESE.NET  
DIGITAL C.V. AVAILABLE AT WWW.LAURENREESE.NET/CV.HTML

## RELATED WORK HISTORY

### **DIGITIZATION SPECIALIST // UNIVERSITY OF CHICAGO LIBRARY** SEPT. 2019 - PRESENT | CHICAGO, IL

Work on all tasks related to the creation of digital collections from a wide range of materials held in the Library's general and special collections. From production operations through delivery, I prepare, digitize, review and manage files, and generate derivative files for multiple projects. Working closely with the Digitization Manager, I track complex projects and support vendor workflows along with the following responsibilities:

- Create high-resolution TIFF master files from paper based materials according to preservation standards using a variety of scanning and photography equipment and software.
- Prepare original materials for in-house/vendor projects by assigning directory structures, assessing physical condition of items, and packing items for shipment.
- Conduct file management tasks and reviews master files for quality and accuracy on in-house and vendor generated files in accordance with digital standards and best practices.
- Ensure assigned projects and competing priorities are on target & meet completion deadlines through the usage of the production database.
- Produce structural metadata and derivative files for delivery using a variety of software; derivative formats include XTF files, searchable pdfs, and structural metadata.

### **KEY PROJECTS:**

#### ***Becoming, 2020***

Netflix Presents, Higher Ground & Big Mouth Productions

The Joe and Rika Mansueto Library Digitization Laboratory was asked to digitize former first lady Michelle Obama's family albums and photo collections for the Netflix documentary that looks at the life of Michelle Obama and book tour of her autobiography *Becoming*. As lead photographer, I handled and photographed these personal & intimate materials with utmost care and discretion.

#### **Islamic Lithographs Collection**

Consists of approximately 330 19th-to-20th century Arabic lithograph printed books, mostly published in Iran, India, Egypt & Turkey

#### **Yerkes Observatory Glass Plate & Logbook Collection (on-going)**

Glass plates taken over the last 120 years, document historical or periodic events such as novae or comets, as well as providing a basis for studying changes in the night sky.

### **PRODUCTION COORDINATOR // UNIVERSITY OF CHICAGO PRESS** SEPT. 2017 - SEPT. 2019 | CHICAGO, IL

- Managed approximately 65-80 new/reprint book projects at any time. Includes: monographs in all disciplines, trade, and illustrated. Responsible for all book production functions required throughout various stages of production.
- Corresponded with vendor CMS to get specs, placed purchase orders, arranged scheduling, fielded inquiries, and addressed issues in production with typesetters, printers, art pre-press, etc.
- Reviewed submitted art, added metadata for approvals and designate use. Scribe Review manuscripts with ScML (XML language).
- Prepared and routed art proofs, manuscript proofs, keyline/cover proofs, and other materials for internal routing approval process.
- Departmental liaison within the Books Division on fielding requests, inquiries, and concerns from the book team regarding specs, costs, scheduling, and deliverables.
- Built/maintained production schedules per title for teams to track individual tasks, assignments, and project status; created exhibition schedule Press wide to track future academic meetings and book/author events in correspondence with delivery dates.
- Administrative duties: Maintain vendor directory, process invoices, requested manufacturing quotes, created cost estimates, closed final costs.

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## RELATED WORK HISTORY CONT.

### RIGHTS & IMAGES ASST. // MUSEUM OF CONTEMPORARY ART CHICAGO

DEC. 2014 - SEPT. 2016 | CHICAGO, IL

- Processed, organized, cataloged, and maintained museum produced photochemical and digital photographic archives.
- Corresponded with researchers through e-mail, set up appointments for material viewings in museum archive and library; wrote and implemented policies/corresponding fee schedule for researchers; provided visual resources for external image reproduction requests equaling in over \$7,000.00 in annual income.
- Administered digital asset management for 1.4 million assets via Extensis Portfolio and TMS; generated and audited over 3,000 object records for a database migration from FileMaker Pro to TMS; captured and populated over 2,500 images on museum's collection website for an IMLS grant.
- Assisted in the production of exhibition catalogs/seasonal magazines with curators to source images; negotiated with artists' rights societies, studios, galleries, and other copyright holders.
- Project manager for timeline of publications to meet deadlines, track licensings fees to meet or lower budget costs, coordinated with contracted photographers for photo shoots.
- Liaison across all departments to ensure accuracy and styling of all captions, copyright laws, and image use abided for all publications. Certified image quality for print and digital platforms before files were distributed to DAM systems.
- Supervised Photo Archives Interns.

### EXHIBITION CATALOGS

#### The Propeller Group

Naomi Beckwith  
Museum of Contemporary Art Chicago  
June 4, 2016

#### Kerry James Marshall: Mastry

Elizabeth Alexander  
Ian Alteveer  
Helen Molesworth  
Dieter Roelstraete  
Museum of Contemporary Art Chicago  
Rizzoli, April 19, 2016

#### The Freedom Principle:

Experiments in Art & Music, 1965 to Now  
Naomi Beckwith  
Dieter Roelstraete  
Museum of Contemporary Art Chicago  
The University of Chicago Press, 2015

#### Doris Salcedo

Julie Rodrigues Widholm  
Madeleine Grynsztejn  
Museum of Contemporary Art Chicago  
The University of Chicago Press, 2015

### PHOTOGRAPHIC SPECIALIST // DODD CAMERA

FEB. 2014 - DEC. 2014 | CHICAGO, IL

- Answered inquiries on equipment/availability for rentals for corporate clients: Kohl's, Lands' End, Sears, Groupon, Hedrich Blessing.
- Scheduled reservations for clients locally and nationally; served as a liaison with couriers and logistics.
- Met deadlines of testing equipment, and packed reserved orders under high stress and increased clientele traffic.
- Provided exceptional customer service in a competitive online sales industry by engaging clients on latest products by hands-on demos.
- Stayed up-to-date and informed on latest technology developments and product launches with Sales Reps.
- Administered deposits for rentals, insurance policies with clients, and created sales orders/register duties.

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## EDUCATION

### B.A. CUM LAUDE IN PHOTOGRAPHY

*Emphasis: Studio and Darkroom/19<sup>th</sup> Century Printing*

### MINOR: LATINO & LATIN AMERICAN STUDIES

2008 - 2011 // COLUMBIA COLLEGE CHICAGO

## SKILLS

Strong research, writing, and supervising skills. Detail oriented & organized. Works calmly under high stress environments. Data asset management, data entry, accounting basics, web development, spreadsheet obsessed, 10+ years of customer service.

Expertise in photography (photochemical and digital practices) including digitization equipment and software. Follows best practices in digital preservation, metadata, cataloging, and handling fragile/rare archival materials. Image optimization for web-based platforms, image sourcing and visual resources (ARS, Art Resource, etc.). Well versed in publishing production management, and IP Copyright law specific to image reproductions.

### SOFTWARE

Adobe Creative Suite, Capture-ONE, Eye-One-Match, Extensis Portfolio, FileMaker Pro, Google Suite, Quickbooks Intuit, Spyder (ICC Profiling), TMS (The Museum System), MAC OSX, Windows & Microsoft Suite (Excel, Word).

### LANGUAGES

HTML, CSS.

Pending DELE C1 Spanish certification in reading, writing, speaking.

## INVOLVEMENT

SIXTY INCHES FROM CENTER | CHICAGO, IL  
CHICAGO ARCHIVES ARTISTS FESTIVAL VOLUNTEER  
Chicago Cultural Center | May 19, 20, 21 2017

Sixty Inches From Center is a non-profit online arts publication and archiving initiative. The partnership with Harold Washington Library is an ongoing effort to get contemporary Chicago artists and spaces in the Chicago Artist Files which includes over 11,000 artists that has been compiled over the past 70 years. During the three day festival I volunteered at the DIY Archiving, Scanning, and Digitizing Station. Here I taught participants how to scan their ephemera themselves (encouraged) or to drop off materials and scanned and digitized their ephemera for them. As part of a residency with the Department of Cultural Affairs and Special Events this event took place at the Chicago Cultural Center.

MUSEUM OF CONTEMPORARY ART CHICAGO | CHICAGO, IL  
PHOTO ARCHIVES INTERN | SUMMER 2014

Researched and digitized archival photographic materials documenting the MCA's institutional history according to museum standards and best practices. Tasks included: handling and digitizing slides and negatives in various formats, and processing raw scans with Photoshop in order to produce web-ready images. Demonstrated experience with photochemical and digital photographic practices, including my background in contemporary art history.

GREEN STAR MOVEMENT | CHICAGO, IL  
MOSAIC MURAL INSTALLATION INTERN | SPRING + SUMMER 2013

Worked with high school, middle school, and elementary students of CPS and After School Matters in Chicago's at-risk south and west side neighborhoods. Assisted in the preparations of mural designs, execution, and instruction. Instructed and supervised students on technical skills of the mosaic process while engaging in their artistic visions. Promoted the history, culture, and arts of México & Latin America to students.

## REFERENCES

Available upon request