

Sarah Norris

Professional Status & Education: Professional Associate with the American Institute for Conservation. MSIS, CAS, Kilgarlin Center, University of Texas: Conservation and Library Studies. BA, University of Texas: Plan II, English, Music. Minors: Art History, Spanish.

Publications: "Toward an Ontology of Audio Preservation" *Journal of the American Institute for Conservation* 53(3), 2014. "Effects of Desiccation on Degraded Binder Extraction in Magnetic Audio Tape" *Association for Recorded Sound Collections Journal* 41(2), 2010.

Professional Associations: American Institute for Conservation (AIC). AIC Book and Paper Group, Secretary/Treasurer, 2017 – current. AIC Electronic Media Group, Webmaster, 2010 – 2014, Nominating Committee member, 2014 – 2016. Association for Recorded Sound Collections. Texas State Historical Association.

Outreach & Honors: Texas Cultural Emergency Response committee, 2014 – 2015. Connecting to Collections Care Webinar Committee Chair, 2014 – 2017. AIC Publications Committee member, 2012 – 2014. *Electronic Media Review* article editor, 2012-2013. Rare Book School scholarship attendee, 2013. Speaker and organizer at professional symposia and conferences, ongoing.

Conservation, Preservation, and Library/Archival Experience

Texas State Library and Archives Commission

2009 - present *Conservator*

- Establish conservation program and lab; collaboratively design workflows with archivists, librarians, and collections managers; conduct or supervise all conservation treatment of bound materials, documents, and other items.
- Grow program within budget by creating volunteer, contractor, and intern positions.
- Manage the design, development, and maintenance of MySQL-based treatment documentation database; facilitate migration to ConservationSpace/ArchivesSpace.
- Conduct all exhibit preparation work; assist in installation; advocate for exhibit lighting and environmental issues; create conservation role in exhibit committee.
- Manage environmental monitoring program; collect environmental data; create quarterly reports and facilities recommendations.
- Contribute to disaster recovery plan and item loan guidelines; conduct item evaluations for loans; provide item handling and disaster recovery training; estimate future needs through collections surveys.
- Give presentations, tours, and lectures for patrons, visitors, and news media.
- Author RFPs, project charters, and other planning documents as required.

The Newberry Library

2008 - 2009 *Advanced Conservation Intern*

- Performed special collections treatments; assisted with surveys, environmental monitoring, and integrated pest management; assisted with exhibit preparation and installation.

Benson Latin American Collection, University of Texas

2007 - 2008 *Conservation Technician*

- Performed special collections repairs; created exhibit mounts for photographs and oversize materials.

2009 *Google Books Project Assistant*

- Packed and tracked volumes for mass collection move for off-site scanning.

Marr Sound Archive, Miller Nichols Library, University of Missouri Kansas City

2007 *Audio Intern, Raymond Scott Collection*

- Digitized and repaired open-reel audio tapes; cleaned and evaluated acetate discs; wrote finding aides for paper-based archival materials.

Perry-Castañeda Library, University of Texas

2006 - 2007 *Assistant Conservation Technician*

- Performed circulating collections repairs for UT's central library; assisted in preparation of materials for library binding.

Harry Ransom Humanities Research Center

2002 - 2003 *Technical Assistant and Intern*

- Cleaned and stabilized costume designs in B.J. Simmons collection; assisted in condition survey of oil paintings; wrote archival holdings summaries for academic researchers.

Business Experience

360training (eLearning Provider for Compliance, Certification, and Licensing)

2005 - 2006 *Content Manager*

- Managed six-person content development team for online coursework.
- Determined course specifications and researched content sources.
- Oversaw production process from research through multimedia scripting.

2004 - 2005 *Copyeditor*

- Proofread and authored educational text and evaluation items.

The Crossings (Conference Center and Resort)

2003 - 2004 *Purchasing Agent*

- Directed purchasing, inventory control, and accounts payable for commercial kitchen.
- Managed monthly \$35,000 - \$50,000 budget; prepared financial reports.

Arts and Non-Profit Experience

Austin New Music Co-op

2001- 2014 *Co-founder and Member*

- Co-established 501(c)(3) non-profit, consensus-based arts organization; collaborated in successful grant-writing and building donor base; collaborated in programming, promotion, and performance.

2003 - 2005 *Project Leader: "Beyond the Past: New Music for Extinct Instruments"*

- Designed and constructed Italian Futurist musical instruments; organized concert, rehearsals, and promotion; composed music and performed in sold-out concert event.

KUT Radio

2003 - 2009 *Substitute FM DJ*

- Hosted on-air music programming for Austin's National Public Radio outlet.

KVRX UT Student Radio

2001 - 2003 *Jazz Director & FM DJ*

- Hosted weekly radio program; raised funds for non-profit station; managed jazz airplay reporting and charts; wrote music reviews; interviewed major jazz artists.

Music Performance, Composition, and Management

1996 - present *Band Leader and Musician*

- Manager, composer, performer, promoter, booking agent, and tour planner for ongoing original projects.
- Coordinate volunteers to achieve scheduling and performance goals.