

LEAH CONSTANTINE
she/her/hers

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EDUCATION

Pratt Institute School of Information
M.S. Museums and Digital Culture (2018)

University of North Texas
B.A. Interdisciplinary Art and Design
Studies (2014)

ADVANCED CERTIFICATES

Society of American Archivists
Web Archiving Fundamentals (2019)

Pratt Institute School of Information
Conservation and Digital Curation (2018)

RELEVANT EXPERIENCE

Pratt Institute

Assistant Professor (August 2024-present)

Fall 2024: Museums and Digital Culture: Theory and Practice (INFO-679)

Perform research and teaching in areas of museum studies, digital humanities, and information technology.

Lincoln Center for the Performing Arts

Archives Senior Manager (October 2023-present)

Including the tasks of the Archivist: Systems administrator of ArchivesSpace and Archive-It; hire and train new archives staff in our information management systems, archives environment, and institutional workflows; develop and improve archives policies with staff; manage supplies budget; present updates to Executive Leadership.

Archivist (December 2021-October 2023)

Instruct and oversee the migration of the legacy archival database into ArchivesSpace with the Lyrasis team of developers; Implement system development and policy for ArchivesSpace; Migrate archival assets and metadata to the DAMS; Survey collections and process materials; Manage new accessions for collections and records management; Digitize archival materials to FADGI compliance; Implement and manage web archiving software and policies; Temporarily manage the full DAMS and regularly meet with hosts for testing, troubleshooting, and implementation needs.

The Metropolitan Museum of Art, New York, NY

Cataloguing Assistant (July 2018-June 2021)

Create and maintain metadata for analog, digitized, and born-digital asset collections; Organize and catalog digitized archival slide collections; Apply best practices for cataloging standards of visual resources in the Museum's digital asset management system; Respond to internal and external research requests; Assist in staff trainings for accessing the digital asset management system; Additional tasks included web archiving to lead research and proposals for establishing a web archiving system in our collections team; Trial, evaluate, and liaise with a web archiving organization and program; Create web archiving policy to curate the web archive collections for public access.

New Museum, New York, NY

Oral History Archives Fellow (February 2018-June 2018)

Edit and describe oral history collection; Archival document research for institutional oral histories; Digitize and ingest artist books, ephemera, and museum documents; Edit oral history documents and digital archives for web publication; Evaluate, organize, and catalog archival content in Collective Access.

Archivists Roundtable of New York, New York, NY

Archives Intern (March 2018-June 2018)

Sort and describe archival boxes and documents in the 40-year inventory; Create box descriptions and finding aid; Highlight special documents and collections in the archive; Research and publish essays.

- [About the Archive - Archivists Roundtable of New York](#)
- [Exploring Art Advocacy - Archivists Roundtable of New York](#)

Jewish Museum, New York, NY

Digital Media Intern (September 2017-December 2017)

Assist the Digital Asset Manager in implementing and testing NetX; Search, upload, and catalog digital assets; Draft social media posts; Update and publish web content.

Pratt Institute Library, Brooklyn, NY

Cataloging Assistant - Graduate Student work (August 2017-December 2017)

Create original MARC cataloging and update copy records in Sierra ILS for multimedia resources of 16mm films, DVDs, and streaming videos in the visual media inventory.

16mm Film Collection Assistant - Graduate Student work (May 2017-December 2017)

Inspect, condition report, repair, screen, and catalog the 16mm film collection; Troubleshoot and prepare 16mm equipment and media for use, distribution, and digitization.

TOOLS & SKILLS

Advanced experience: ArchivesSpace, Orange Logic NetX, Archive-It, WordPress, DACS, EAD, MARC, VRA Core, Dublin Core, OCLC, Adobe Creative Suite, Microsoft Office Suite, Google Suite
Intermediate experience: TMS, Bagger, OMEKA, Collective Access, OpenRefine, FileMaker Pro, Sierra ILS

Eight years of experience creating and transforming metadata schemas and content structures for collections of resources, including born-digital, analog, visual, and multimedia; Eight years of experience using databases for asset management of archival, born-digital, and digitized collections; Five years of experience administrating content management systems for creation and management of archived web content; Three years experience administrating collection management systems including migration and implementation

PROFESSIONAL MEMBERSHIP AND ACTIVITIES

Member, Visual Resources Association (2018-present)

Role: Chair, Cataloging and Metadata Standards Committee (2019-present)

- Create meeting agendas, manage Basecamp, project management, onboard and train new members, conference planning and outreach, draft budget requests, lead board communication