

Nicole H. Scalessa

nscalessa@librarycompany.org | www.librarycompany.org | 610-731-8755

Education Moore College of Art & Design Certification: Digital Arts for Print & Web, 2010
Elmira College, Elmira NY: Degree: History BA, June 1, 1997

1997 – Present **IT Manager & Graphic Designer, Library Company of Philadelphia, PA**

Summary of essential job functions

- LAN maintenance, hardware installation, software licensing, training, & tech support.
- Ensure the creation, accuracy, and accessibility of all departmental documentation including the Technology Strategic Plan, Technology Disaster Preparedness Plan, and IT asset management charts.
- Manage the annual IT schedule, budget, and expenditures.
- Work directly with individual departments to facilitate IT requirements.
- Negotiate with outside vendors providing supplies and services.
- Design printed marketing materials and publications including brochures, fliers, posters, postcards, folders, catalogs, Occasional Miscellanies, and Annual Reports.
- Design, maintain, and update institutional website and related digital content including social media accounts
- Ensure digital assets are secure, accessible, and meet accepted archival standards for long term stewardship.
- Create reports tracking website usage, ensure reports are understood by staff, and implement necessary changes.
- Metadata creation – coordination of workflow, maintenance of encoding standards, and publication.
- Serve on regional, local and institutional committees engaged in Digital Humanities and IT related activities.
- Manage cable, copier, phone, and security accounts and maintenance contracts for physical plant.
- Set-up and break-down of AV, VOIP, and other digital equipment for events and meetings.
- Manage the creation, editing, and publication of digital video and audio resources.
- Recruit, train, and supervise digital humanities interns.
- Oversee workflow of digital humanities research and development projects.

Strong working knowledge and experience with a wide range of technologies, software, and platforms, including the development and use of office applications, databases, internet applications, Web-based software, and Web programming languages. Excellent writing and oral communications skills, solid analytical skills, and the ability to create dynamic and innovative solutions to a wide variety of network & software problems. Strong project management skills including the ability to take projects from concept to completion, work both as a team member and independently, and manage multiple projects concurrently. Knowledge of graphic design and production techniques, page layout and typographical principles, digital print production, and digital pre-press.

Dec 2010 – Present **Director of Communications, Historians Against Slavery**
Coordinate, strategize, design & maintain digital resources including the website, social networks, and online collaboration tools. Create reports tracking online usage, ensure reports are understood and implement necessary changes. Create, deliver, and monitor email campaigns and newsletters. Graphic design of printed materials – including brochures, guides, & stationary. Coordinate and chair local arrangements for Philadelphia area meetings and events. **www.historiansagainstsavery.org**

2000 - Present **Independent Contractor – Stormhavendesigns.com**
Graphic - Web Consultation, Design, & Management Services
Past & current clients include The McNeil Center for Early American Studies – University of Pennsylvania, NEH Summer Seminar for School Teachers, The Benjamin Franklin Tercentenary Commission, Society of Historians of the Early American Republic, SHEAR/Mellon Summer Seminar for Graduate Students, NEH Landmarks of American History and Culture Workshop, Association of Caribbean Historians, Basilicata Cultural Society of Canada, & David Library of the American Revolution

2006 – Oct 2008 **Web-Graphic Designer, Diane Publishing Co., Darby, PA**
Design printed marketing materials, publication cover art, and website graphics. Design and update e-commerce website using Volusion software, Excel, and FileMaker Pro. Create, deliver, and monitor email marketing campaigns. Design and edit client publications for print.

Jul 2003 – Dec 2006

EAD Intern Peace Collection, Swarthmore College, Swarthmore, PA
 Creation and editing of EAD archival finding aids for both print and web
 publication. Standards, workflow, & publication consultation.

Applied Software & Code Knowledge

Adobe - Dreamweaver, Freehand, Fireworks, InDesign, Illustrator, Adobe Acrobat Pro, & PhotoShop; Microsoft Office Suites 2000–2010; Archivists Toolkit; FileMaker Pro; NoteTab; X-Metal; Volusion; Constant Contact; RLIN, Aleph & DigiTool (ExLibris); Windows Server 2000 - 2011, Active Directory, & SharePoint; HTML, XHTML, XML, CSS, PHP, JQUERY, XSL, MARC, & EAD.

Continuing Education

May 5, 2014 SAA Achieving Email Account Preservation with XML [DAS]
 April 24, 2014 MARAC Copyright Fundamentals for Archivists and Librarians
 September 10, 2013 SAA Information Architecture [DAS]
 June 18, 2013 SAA Inreach and Outreach for Digital Archives [DAS]
 April 10, 2013 Drupal Next Steps, *Information Today*
 December 3, 2012 SAA Digital Forensics for Archivists
 March 20, 2011 HTML5 & CSS3: New Markup & Styles for the Emerging Web, *Information Today*
 March 20, 2011 Designing Mobile Experiences, *Information Today*
 Fall 2009-Fall 2010 Moore College of Art & Design Digital Arts for Print & Web Certificate Program
 December 11, 2009 SAA Achieving Email Account Preservation with XML
 June 17-18, 2009 SAA Describing Archives & Implementing DACS in Integrated CMA using AT
 May 31, 2007 New Horizons Workshop, *Outlook 2003 – Staff Training and IT Dept. Implementation*
 March 13-16, 2006 Antharia University, *PHP/MySQL Boot Camp*
 April, 2004 New Horizons Workshop. *Introduction to Flash*
 August 5-9, 2002 Rare Book School. *Publishing EAD Finding Aids (XSLT)*.
 June 8, 2001 Drexel University Workshop. *Introduction to XHTML*.
 February 8, 2001 New Horizons Workshop. *Introduction to XML*
 Summer 2001 Greater Philadelphia Marketing and Tourism Group. *E-Commerce Boot-Camp*.
 January 10-14, 2000 Rare Book School. *Implementing Encoded Archival Description*.
 November 13-14, 1998 PACSCL Workshop. *Encoded Archival Description*.

Conferences Attended

- 2009 to 2015 Computers in Libraries, Arlington, VA & Washington D.C
- 2011 to 2014 National Digitization Stewardship Association Annual Meeting
- 2011 to 2014 THATCamp Philly – The Technology and Humanities Camp
- April 2014 Mid-Atlantic Regional Archives Conference, Rochester - Presenter
- May 2013 DAM New York: Digital Asset Management
- 2012 & 2013 Curate Camp (unconference focusing on preservation of born digital data)
- December 4-5, 2008 Innovative Approaches to Managing Archives and Special Collections.

Memberships/Activities

National Digitization Stewardship Alliance Infrastructure & Outreach Committees.
 NDSA 2014 Annual Meeting Planning Committee
 MARAC, Phila. 2013 Local Arrangements Committee, member
 DVAG (Delaware Valley Archivists Group) 1998 – Present.
 THATCamp Philly Planning Committee 2010 – Present.
 PhillyDH (<http://phillydh.org/>)
 Philly GLAM Meet-up (<http://www.meetup.com/GLAM-Cafe-Philadelphia/>)
 Philly Digital Managers Meet-up
 PACSCL: Philadelphia Area Consortium of Special Collections Libraries
 Center for Knit & Crochet, Secretary, Tech Committee Chair, & Blog Editor
 Girl Scouts of America: Member & Troop Leader 2008–Present