

M.JENN.BRIGGS

mjennbriggs.com

linkedin.com/in/mjennbriggs

EDUCATION

University of Delaware, Newark, DE / August 2014 – May 2016

MA in History, Certificate in Museum Studies

- Focused on American history and material culture, with a particular interest in historical landscapes and cityscapes
- Curated/co-curated and designed two online exhibits: “Lost Landscape: Putting Displaced Industries and People Back on the Map of Philadelphia’s Fairmount Park” and “Where Did They Stay? What Did They Eat?” for the Colored Conventions Project
- Successfully completed a six-week intensive course, “Introduction to Decorative Arts in America,” at the Winterthur Museum, Garden and Library

University of Virginia, Charlottesville, VA / August 2005 – May 2009

BA in Anthropology, BA in Archaeology, Minor in Astronomy

- Focused on historical archaeology of the mid-Atlantic, with additional coursework on the archaeology of ancient civilizations
- Successfully completed a six-week intensive archaeological field school at Thomas Jefferson’s Monticello

EXPERIENCE

Self Employed, Reston, VA

Freelancer / June 2016–present

- Transcribe, edit documents, enter data, and complete other short-term projects

History Media Center, University of Delaware, Newark, DE

Graduate Assistant / September 2015 – May 2016

- Completed special projects and provided project support to tenured faculty and students
- Designed promotional materials using Adobe InDesign and Pages for Mac
- Maintained and managed department websites; revised and redesigned program websites using WordPress
- Initiated and executed inventory of equipment and over 300 media items
- Provided technological support; monitor audio, video, and projection for guest presenters and distance-learning courses (using Adobe Connect);
- Coordinated interviews, taped, and edited presentation recordings using Audacity and GarageBand

Winterthur Museum, Garden & Library, Wilmington, DE

Exhibition Department Intern / June – August 2015, January – February 2016

- Curated installation of 16 objects in a small display. Tasks included: conducting library research, selecting objects, consulting staff curators, conservators, and editors, and writing label copy
- Oversaw project coordination and management using Basecamp
- Assisted with gallery preparation and installation for two exhibitions. Tasks included: painting display cases, dry-mounting graphic panels, unpacking and storing object crates
- Contributed to and took notes in meetings concerning exhibitions in all stages of development; provided staff with administrative support

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EXPERIENCE (continued)

Winterthur Museum, Garden & Library, Wilmington, DE

Registration Department Graduate Assistant / September 2014 – May 2015

- Conducted management projects for a large decorative arts collection with minimal supervision, including condition reporting, inventory, photography, period room photography, and application of numbers to objects
- Updated and edited database records in KE EMu and in physical files; used sound judgment and tact to create donor files and handle confidential information; updated and revised the Registration Department procedures for applying numbers to objects
- Developed skills in art handling, object movement, and guide interpretation; assisted in installation and de-installation of period rooms
- Answered researcher inquiries; provided registration staff with administrative support and supported other special projects

Milton Historical Society, Milton, DE

University of Delaware Museum Studies Volunteer / January 2015

- Conducted a variety of collections management tasks, including: entering records into Past Perfect, cataloging paper and material collections, photographing objects, creating ephemeral finding aids, re-housing archival collections, organizing storage spaces

Monticello/Thomas Jefferson Foundation, Charlottesville, VA

Archaeological Analyst / May 2010 – July 2014

- Inventoried and cataloged 197,667 archaeological artifacts from 11 excavation projects into a relational database (Digital Archaeological Archive for Comparative Slavery or DAACS); Updated and managed object records; Generated database queries using MS Access
- Conducted and compiled research; Wrote and edited web site text
- Co-authored and presented research analysis at three national and regional conferences; Collaborated on interpretive and public outreach presentations; answered visitor and researcher inquiries
- Made personal travel arrangements for professional conferences
- Photographed and edited object photographs using Adobe Photoshop, and managed metadata
- Cleaned, labeled, and organized artifacts in preparation for exhibition or storage
- Trained and supervised volunteers and students
- Assisted President/Chief Executive Officer and provided interpretation at annual event for 8-12 Cabinet members; Provided curator with support for other special projects while multi-tasking

Monticello/Thomas Jefferson Foundation, Charlottesville, VA

Archaeological Laboratory Teaching Assistant / June – July 2010 – 2014

- Coached students on laboratory practices, procedures, and 18th century American material culture

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EXPERIENCE (continued)

Monticello/Thomas Jefferson Foundation, Charlottesville, VA

Archaeological Field Technician / March – May 2010

- Excavated, screened for artifacts, mapped, recorded excavation information, and developed an eye for detail in assisting with in-field interpretation of ground features and patterns
- Interacted with visitors, providing explanation and discussion of results to the public and answered questions
- *Prior Positions: Student Archaeological Field Technician (March-April 2009), Student Laboratory Volunteer (October 2008-February 2009)*

First Citizens Bank, Leesburg, VA

Bank Teller / November 2009 - February 2010

- Provided customer service; served customers as primary point of contact; used sound judgment to process various financial transactions and handle confidential information with tact; handled and redirected customer inquiries; Performed branch opening and closing procedures, activated and deactivated security/alarm systems

Hagley Museum and Library, Wilmington, DE

Collections Management Intern / July – August 2009

- Executed care and management projects on a diverse collection of early plastic and other celluloid objects, processing them through multiple phases of a survey project, including labeling, repackaging, photographing, filing paperwork, and database cataloging.

Pottery Barn Kids, McLean, VA

Sales Associate / June 2006 – August 2007 (seasonal)

- Served customers as primary point of contact; handled and re-directed customer inquiries to generate sales within a high-traffic store.
- Provided excellent customer service as a two-time recipient of the store's 'Catch the Spirit Award'.

Skills

Collections database and management

systems: KE Emu, PastPerfect, Digital Archaeological Archive of Comparative Slavery (a MS Access-based relational database), IntelliScanner

Photo and graphic editing software:

Adobe InDesign, Photoshop, Pages for Mac

Audio and video editing software:

Audacity, iMovie

Project management system:

Basecamp

Website construction and maintenance:

WordPress, HTML, CSS

Standard office software: Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word)

Social Media platforms

GIS and mapping software: CartoDB, QGIS, ArchEd, Bentley MicroStation, Harris Matrix

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- 2014** Briggs, Jenn and Elizabeth Clites Sawyer, “Cross-mends that Cross Lines: A study of inter-structure cross-mended objects from Monticello's Mulberry Row.” *Unpublished paper presented at the annual meeting of the Society for Historical Archaeology, Quebec City, Canada.*
- 2013** Briggs, Jenn and Elizabeth Clites Sawyer, “Mends and Mystery Buildings: A Case Study of Inter-Structure Cross-mended Objects from Monticello's Mulberry Row Reassessment Project.” *Unpublished paper presented at the annual meeting of the Middle Atlantic Archaeological Conference, Virginia Beach, Virginia.*
- 2012** Massey, Alexandra and Jenn Briggs, “Slavery and Personal Adornment at Monticello.” *Unpublished paper presented at the annual meeting of the Society for Historical Archaeology, Baltimore, Maryland.*
- 2011** “Building N (Wash House) & 1809 Stone House, Site research and analysis”. Thomas Jefferson Foundation, Charlottesville, Virginia. < <http://www.daacs.org/sites/building-n/#background>>.