



eve neiger

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education

University of Michigan School of Information, Ann Arbor, MI Candidate May 2014

Master of Science in Information

Specializations: Preservation of Information, Archives and Records Management

Dr. Marylouise D. Meder Scholarship

Brandeis University, Waltham, MA May 2009

Bachelor of Arts Degree, Magna Cum Laude

Major: German Language and Literature *Minors:* Film Studies, Anthropology

Dean's List, Phi Beta Kappa Society

archives and preservation experience

University of Michigan William L. Clements Library Ann Arbor, MI September 2012- Present

Graphics Division Archival Assistant

- Catalog and digitize selections from the library's photographic collection
- Process collections using EAD finding aids, EAD to MARC conversion using XMetal
- Assist the Graphics Curator with design and installation of exhibits based on artifacts from the library's collection using Adobe InDesign and Photoshop

University of Michigan Museum of Anthropology Photographic Collection Ann Arbor, MI

Museum Assistant

October 2013- Present

- Conduct an item-level condition survey of the collection in order to write a grant for rehousing the materials
- Write procedures for assessing conditions and preservation-level housing needs for glass plate and acetate negatives
- Create databases to record and assess data collected in the course of the condition survey

Preservation Needs Assessment Media Condition and Preservation Specialist

Fall 2012

- Conducted a global survey of the collection assessing conditions and preservation needs for glass plate negatives, acetate negatives and motion picture film, nitrate negatives, and color 35mm slides
- Wrote a report focusing on ideal recommendations for environment, housing, handling, and digitization for fragile photographic formats in preparation for a move to a new facility
- This was a group project for a client-based course

Harvard Library, Weissman Preservation Center Cambridge, MA

May 2013- July 2013

Photograph Cataloging Intern

- Cataloged and described historic photograph collections by creating EAD finding aids and item-level and collection-level records in Archivist's Toolkit and other software using AACR2, DCRM(G), DACS, and MARC 21
- Surveyed collections, identified photographic formats, and re-housed materials for preservation and access
- Assisted the Program Officer for Photographs and Photograph Conservator in conducting a condition assessment survey for the salted paper prints in the Harvard Library collections
- Updated a Microsoft Access database and wrote data clean-up procedures for a large photograph condition survey
- Designed a sample informational brochure for the Weissman Preservation Center

Rotary International, Department of History and Archives, Lincolnwood, IL

September 2011- June 2012

Archives Intern

- Digitized archival photographs from the collection, wrote metadata, and added digitized photographs to an online database using Extensis Portfolio
- Processed small collections including weeding, re-housing, cataloging, and writing finding aids

C L Neiger Fine Arts, Glenview, IL April 2011 - June 2012
Collection Cataloger/Gallery Manager
• Designed and implemented a cataloging system for the artist's collection of over 200 original paintings, drawings, and prints using Microsoft Excel and Adobe Lightroom
• Assisted the artist in website design and maintenance of www.clneiger.com

The National Center for Jewish Film Waltham, MA February 2007- May 2009
Intern
• Maintained the customer database and archival film collection database using Filemaker Pro
• Assisted with the annual Jewish Film Festival publicity, organization, and ticket sales

film experience

Mu Asapru, Mu Adabru, original documentary film January 2007- Present
Filmmaker
• In the process of creating an original documentary film that chronicles my grandfather's life and experiences as a German Jew during the Second World War. Work is continuing using video interviews, historic photographs, original artifacts, and research.

SunDeis Student Film Festival, Brandeis University, Waltham, MA
Special Guests Coordinator, Advertising Specialist August 2008- April 2009
Student Filmmaker Outreach Chair, Advertising Specialist November 2007- April 2008
• Developed connections with film industry professionals and planned festival programming
• Designed all posters and promotional materials for the film festival using Adobe Creative Suite
• Managed festival promotion at universities across the country and in the greater Boston area

additional experience

Hollywood and Hitler: 1933-1939 February 2012- July 2012
Freelance Photograph Researcher
• Conducted photograph research for *Hollywood and Hitler: 1933-1939* by film historian Thomas Doherty, professor of American Studies at Brandeis University.
• Acquired, digitized, and cataloged archival photographs for publication

Rotary International, Evanston, IL March 2010- October 2010, March 2012
Photography Assistant for the Broadcast Media Department
• Wrote metadata and indexed photographs from international and local photography shoots conducted by Rotary International staff photographers using Adobe Lightroom

Rotary International, Evanston, IL January 2010- January 2011
Art Assistant/Graphic Designer for The Rotarian Magazine, Rotary International's feature publication
• Conducted photography and art research for *The Rotarian* and *Rotary Canada*
• Managed image acquisition and image copyrights, working with international photograph archives to conduct research and acquire permissions for publication
• Designed regular sections and feature articles of *The Rotarian*, and the Canadian quarterly, *Rotary Canada* using Adobe InDesign
• Managed projects, assisted at photography shoots and provided general office support for *The Rotarian's* Creative Director

Editorial Intern for The Rotarian Magazine September 2009- January 2010
• Wrote and researched articles and special features for *The Rotarian*, *Rotary Canada* and www.rotary.org
• Conducted photography research, layout, and design for *The Rotarian* and *Rotary Canada*

skills

Language Skills: Literate in written and spoken German, basic understanding of Hebrew
Cataloging: AACR2, ALEPH, Archives Space, Archivists Toolkit, Archon, DACS, DCRM(G), Extensis Portfolio, EAD, Filemaker Pro, MARC 21, Microsoft Access, XMetaL Author Enterprise
Programming Languages: Python, HTML/CSS
Design and Film: Adobe Illustrator, Adobe InDesign, Adobe Lightroom, Adobe Photoshop, Final Cut Pro, Microsoft Publisher