

# Leah Constantine

## EXPERIENCE

### **The Metropolitan Museum of Art** — *Cataloging Assistant*

July 2018 - present

**Cataloging:** Add and enhance metadata for digital image collections and a/v content; troubleshoot and link assets between NetX and TMS; organize and catalog 35mm slide collections for digitization and storage in NetX

**Web Archiving:** Research and develop foundational web archiving policies and content; complete trial with a web archiving program

### **New Museum** — *Oral History Archives Fellow*

February 2018 - June 2018

Archival research and digital cataloging for oral histories of museum staff and trustees; digitize and ingest artist books and museum materials; edit images and text for web and digital archives; organize and catalog archival content in Collective Access

### **Jewish Museum** — *Digital Media Intern*

September 2017 - December 2017

Assist the digital asset manager in development and training of NetX; search, upload, and catalog digital assets; ingest collection data for art objects; upload and catalog audio files for special exhibitions; research and draft social media posts; update and publish web content

### **Pratt Institute Library** — *Cataloging Assistant*

August 2017 - December 2017

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

### **Pratt Institute Library** — *16mm Film Collections Assistant*

May 2017 - December 2017

Inspect, condition report, repair, screen, and catalog the 16mm film collection; maintain and prepare 16mm equipment and media for use

## EDUCATION

### **Pratt Institute**

M.S. Museums and Digital Culture

2016 - 2018

### **University of North Texas**

B.A. Interdisciplinary Art and Design Studies

Minor, Strategic Communications

2010 - 2014

## CERTIFICATES

### **Web Archiving Fundamentals**

Society of American Archivists

2019

### **Conservation and Digital Curation**

Pratt Institute

2018

## PROFESSIONAL AFFILIATIONS

### **Visual Resources Association**

2018 - present

### **Co-Chair, VRA Cataloging and Metadata Standards Committee**

2019 - present

## TOOLS AND SKILLS

NetX, TMS, Archive-It, OMEKA, Collective Access, OpenRefine, Filemaker Pro, HTML, CSS, WordPress, ExpressionEngine, Sierra ILS, VRA Core, MARC, RDA, OCLC, Adobe Creative Suite, Microsoft Office Suite