

# SARAH E. WHALEY

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## EDUCATION

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### **Master of Arts in Museum Studies**

Courses: Exhibitions, Administration, Collections Management and Care, Education, and Archives  
Awarded 2022 IUPUI Premier 10 (Elite 50) and Greek Goddess Scholarship in Museum Studies

**May 2022** (4.0 GPA)

Indiana University  
Indianapolis, IN

### **Bachelor of Arts in Journalism with Highest Distinction**

Journalism Design & Graphics Specialization, Cognitive Science Dual Major, Psychology Minor  
Awarded Cox Research Scholarship (1 of 12 Recipients, Fall 2012-Spring 2016)

**May 2016** (3.985 GPA)

Indiana University  
Bloomington, IN

### **Exchange Semester Abroad at University of Adelaide, South Australia**

Courses: Digital Storytelling, Anthropology, and Indigenous People, Country, and Protocols

**Spring 2015**

## SKILLS

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- Project management and creative problem solving within limited parameters
- Collaboration and teamwork; written and interpersonal communication
- Creating 3D models and construction drawings in SketchUp Pro and AutoCAD
- Adobe Creative Suite including Illustrator, Photoshop, InDesign, Acrobat, Premiere Pro, Audition, and After Effects
- Graphic design including exhibition, visual identity, marketing and advertising, publication, and illustration
- Digital storytelling through pre-production, production, and post-production of audiovisual content
- Knowledge of construction design and safety; introductory fabrication skills in woodworking and metalworking
- Microsoft 365, Google Workspace, and other project management platforms
- Other software and services including Cuseum, Matterport, CollectiveAccess, Wordpress, and Canva

## EXPERIENCE

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### **Exhibit Designer at New Mexico Museum of Natural History and Science**

**Sept 2024-Present**

Albuquerque, NM

- Develop, research, and design educational science exhibitions for a diverse, multi-age audience
- Manage and coordinate exhibit schedule, budget, materials, and personnel as lead designer
- Collaborate with a skilled team of creatives, curators, educators, and collections managers to implement exhibitions
- Create 3D models, construction drawings, mock-ups, case designs, and graphic designs using digital programs
- Brainstorm, design, and collaborate with contractors to create accessible digital interactives
- Support permanent and temporary exhibition design, fabrication, installation, troubleshooting, and maintenance
- Evaluate visitor interactions with exhibitions to inform future designs and improvements to existing exhibitions
- Present on exhibition development and design to internal and external stakeholders

### **Creative Projects Coordinator at University Collections, Indiana University**

**March 2022-Sept 2024**

Bloomington, IN

- Managed Creative Projects Assistant and student interns, developed workflows for creative team
- Designed graphics for exhibitions and supported exhibition development, design, and installation
- Created and managed digital content for mobile visitor engagement application and website
- Curated and designed exhibition on history of building in which galleries and offices were located
- Developed digital and print marketing and advertising materials, distributed to strategic locations
- Advised and supported university-wide collections management system unification and elevation project

### **Collections Volunteer at Indiana University Museum of Archaeology and Anthropology**

**March 2021-Aug 2022**

Bloomington, IN

- Catalogued and conducted provenance research on ethnographic collections
- Assisted in staging professional photoshoot of Dee Birnbaum textiles and jewelry collection
- Rehoused Angel Mounds archaeological collections for NPS “Save America’s Treasures” grant

### **Coordinator of Exhibits, Preservation, and Archives at Ray Bradbury Center**

**Aug 2021-May 2022**

Indianapolis, IN

- Designed and implemented exhibitions, tours, and programs that increased collections accessibility
- Evaluated and updated strategic plan and contributed to rebranding initiatives

- Researched, designed curriculum, trained, and advised staff on preservation needs of collections
- Conducted inventories, processed, reorganized, and rehoused archival materials and objects

**Collections Team Member at Federal Bureau of Investigation Art Crime Team**

**Feb 2021-May 2022**  
Indianapolis, IN

- Conducted provenance research resulting in national and international repatriation
- Handled, labeled, and rehoused sensitive collections (organic, inorganic, and composite)
- Monitored environment for temperature, humidity, pests, and other hazards

**Site Interpretation Team Member at Beck's Mill Ghost Lab, IU Center for Rural Engagement**

**April 2021-Aug 2021**  
Salem, IN

- Provided feedback on interpretive manual and recommendations for sustainable site interpretation
- Developed surveys, compiled responses, and created data visuals for final report
- Participated in community dialogue with historic site stakeholders

**Executive Assistant and Aftercare & Break Care Coordinator at The Project School (K-8)**

**Sept 2016-Jan 2021**  
Bloomington, IN

- Wrote, edited, and updated policies to ensure compliance on national and state levels
- Planned and implemented extracurricular programs in collaboration with community partners
- Coordinated staff, scheduling, and field trips; supervised all activities and participants
- Managed work study program, job applications, student waitlist, and related communications
- Acted as liaison to board, charter office, work study, and other stakeholders and partners
- Directed and produced documentary videos to advance the mission of the school

**Discovery Coach at WonderLab Museum of Science, Health, and Technology**

**May 2019-March 2020**  
Bloomington, IN

- Encouraged playful discovery for visitors with hands-on science exhibitions and programs
- Maintained exhibitions and monitored safety in the galleries

**Festival Volunteer at Lotus Education and Arts Foundation**

**Sept 2018-Sept 2019**  
Bloomington, IN

- Staffed venues for large, multi-stage world music festival
- Provided hospitality for international artists on 2019 Artist Relations Committee

**Grants and Education Intern at Boys & Girls Clubs of Bloomington**

**Feb 2016-Aug 2016**  
Bloomington, IN

- Composed and edited grants, submitted reports, and researched funding opportunities
- Created tailored stewardship letters for donor engagement and photographed events
- Designed and implemented curriculum for underserved youth, mentored in civics and responsibility

**AFFILIATIONS & PRESENTATIONS**

- Member of New Mexico Association of Museums
- Member of New Mexico Friends of Paleontology
- New Mexico Rocks! Presentation to NM Department of Cultural Affairs Exhibits Collaborative
- Ancient Life and Paleoart Presentation to NMMNHS Volunteers
- Ancient Life Presentation to NM Department of Cultural Affairs Exhibits Collaborative
- Social Committee Member at Alliance of Bloomington Museum Professionals
- Mentor at Center of Excellence for Women and Technology, Indiana University Bloomington
- Timekeeper at Midwest Regional Conservation Guild Annual Conference
- Museum Hazards Poster Presenter at International Society for Environmental Epidemiology
- Preventive Conservation Volunteer at Eagle Creek Ornithology Center

April 2025-Present  
March 2025-Present  
Sept 2025  
May 2025  
March 2025  
Sept 2023-Aug 2024  
July 2023-May 2024  
Nov 2021  
Aug 2021  
April 2021