

SARAH E. WHALEY

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EDUCATION

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

- 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

Exhibit Designer at New Mexico Museum of Natural History and Science

- 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

Sept 2024-Present

Albuquerque, NM

Creative Projects Coordinator at University Collections, Indiana University

- 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

March 2022-Sept 2024

Bloomington, IN

Collections Volunteer at Indiana University Museum of Archaeology and Anthropology

- 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

March 2021-Aug 2022

Bloomington, IN

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

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

Aug 2021-May 2022

Indianapolis, IN

- 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

- 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

Indianapolis, IN

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

April 2021-Aug 2021

- 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

Salem, IN

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

Sept 2016-Jan 2021

- 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

Bloomington, IN

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

May 2019-March 2020

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

Bloomington, IN

Festival Volunteer at Lotus Education and Arts Foundation

Sept 2018-Sept 2019

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

Bloomington, IN

Grants and Education Intern at Boys & Girls Clubs of Bloomington

Feb 2016-Aug 2016

- 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

Bloomington, IN

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