

Education

MSIS Masters Information Science
December 2019

University of Texas at Austin,
School of Information

BA Written Arts
May 2014

Bard College, New York

Librarian & Archivist, Convent & Stuart Hall of Sacred Heart **2022 - Present**

Librarian for students in grades 5-8th grade, occasionally including high school. Collaborates with teachers to create relevant library instruction for research, citations, academic integrity, and reader's advisories. Catalogs new materials and performs clean-up of cataloged records. Plans simultaneous author visits with the Library team. Archivist for the school's archives, duties also includes donor presentations. Extended Essay Coordinator for the IB Program and supervisor to multiple high school students.

Cataloguer, Alan Wofsy Fine Arts & Wittenborn Arts Books **2022 - 2023**

Digitized, appraised, and catalogued 1,000 feet of rare books for sale remotely. Assessed physical condition for materials.

Graduate Research Assistant, UT Fine Arts Library **2019 - 2020**

Library Assistant, UT Fine Arts Library **2020 - 2020**

Worked in special collections and fill-in circulation desk supervisor of undergraduate employees. Wrote and created content for multiple digital channels, collaborated with the visual department on projects, processed all new items, special collections materials and faculty reserves, assisted in resolving cataloguing issues, served as special collections liaison for students and faculty wanting to access materials in the collection.

Digital Arts

Paid Intern, BatBridge Entertainment **2016**

Worked for the ShowTime-signed, Sports Emmy Award-winning documentary, *Disgraced*. Received screen credit. Executed digital archival work and responsible for all of the transcription and writing from the original tape recordings used in the documentary. Worked directly under Post Production supervisor. Worked daily with PREMIERE. Premiered March 2017.

Intern, Jade Studio Productions **2010**

Assisted studio production work, film short productions, digital archival and cataloguing, and wedding photographer. Created video and written content on behind-the-scenes with clients' shoots for the studio blog and for clients.

Jennifer Raleigh Schwartz

Website Portfolio: jenniferraleighschwartz.com

E-Mail: schwartzandjennifer@gmail.com

Customer Service

From August 2012-September 2018: Worked in New York and Austin at various public and customer service jobs, including Bard College's Fisher Center for Performing Arts, American Apparel, Hotel Vegas, Bennu Coffee, Sa-Ten Coffee & Eats.

Editing & Publishing

Cofounder, Bludeday Giddyup

2019 - 2021

Independently-published zine, Bludeday Giddyup. Curated works by artists and writers nationally and donated 50% of the sale proceed to the Texas nonprofit, RAICES Texas, providing legal services to immigrant families, children, and refugees, culminating in a \$300 donation. Zine exists in both print and digital format.

Assistant Editor, Artemis Journal

2019 - 2021

Copy edited and assisted in layout design.

Fiction Editor, Dish Rag Magazine

2017 - 2021

Worked with a team of fiction editors for the food and culture magazine.

Fiction Editor, Bard Papers

2013 - 2014

Worked as a team of other fiction editors for the school-run literary and arts journal.

Publications, Panels, & Projects

"Switzerland," 2014, *Bard Papers*

"Rewind the Cowboy," 2015, *Artemis Journal*

"Materialism's Capital in Online Gaming: Living in a Virtual World," 2018, *Dish Rag Magazine*

"Roots After the Age of Spring," 2019, *Artemis Journal*

"Tactile Reductions" and "Zone Diet," 2019, *Bludeday Giddyup*

"Other Forms of Voice: Narratives Through Art & Artists' Books," 2019, Digital and physical exhibit with UT's Fine Arts Library's special collections

"Tomber," 2020, *Artemis Journal*

"Why DIY?: Exploring Motivations for Marginalized Communities to Participate in DIY Publishing" chapter coauthor in the 2024 forthcoming book, *Art at the Intersection of Librarian-ship and Social Justice*

Skills

Microsoft Office Suite, Adobe Creative Suite, Slack, pages, writing and editing, project management, conservation and preservation practices, Sierra, Alma and Primo, Alexandria, MarcEdit, DACS standards, AACR, digitization, ArchivesSpace and PastPerfect, OMEKA, DublinCore, creating Pathfinders and LibGuides, PREMIERE, FileMaker PRO, proficient in French.