

Jennifer Raleigh Schwartz

E-Mail: schwartzandjennifer@gmail.com

Written & Recited Work: jenniver.bandcamp.com

Education

MSIS Masters Information Science
December 2019

University of Texas at Austin,
School of Information

BA Written Arts
May 2014

Bard College, New York

Graduate Research Assistant, UT Fine Arts Library **May 2019 - Present**

Working in special collections and fill-in circulation desk supervisor of undergraduate employees. Handles the Fine Arts Library social media, processes new books, special collections materials and faculty reserves, assists in resolving cataloguing issues, serves as special collections liaison for students and faculty wanting to access materials in the collection.

Digital Arts

Paid Intern, BatBridge Entertainment **February - August 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 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 **January - May 2010**

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

Customer Service

From June 2014-September 2018: Worked in New York and Austin at various public and customer service jobs, including American Apparel, Hotel Vegas, and Bennu Coffee.

Sa-Ten Coffee & Eats **October 2017 - September 2018**

Barista and key-holder with responsibility for closing.

Fisher Center for Performing Arts **August 2012 - 2014**

Ticketing services in the box office and for the summer Speigletent.

Editing & Publishing

Jennifer Raleigh Schwartz

Cofounder, Blueday Giddyup

May 2019 - Present

Independently-published zine, Blueday 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.

Intern, Artemis Journal

January 2019 - Present

Tasks include proof-reading and assisting in layout design.

Director of Bound Materials, High Steaks Media

January 2019 - Present

Curating content by emerging artists and writers, binding issues.

Fiction Editor, Dish Rag Magazine

January 2017 - Present

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

Fiction Editor, Bard Papers

September 2013 - May 2014

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

Publications

“Switzerland,” 2014, *Bard Papers*.

“Rewind the Cowboy,” 2015, *Artemis*.

“Materialism’s Capital in Online Gaming: Living in a Virtual World,” 2018, *Dish Rag Magazine*

“Roots After the Age of Spring,” 2019, *Artemis*

“Tactile Reductions” and “Zone Diet,” 2019, *Blueday Giddyup*

Skills

Microsoft Office, Excel, bookbinding, basic conservation and preservation practices, Sierra, MARC standards, OMEKA, DublinCore, creating Pathfinders and LibGuides, Adobe Photoshop, PREMIERE, FileMaker PRO, Open Table, TABC certified, Food Handlers certified, read, write, and speak French.