



eve neiger

eve.neiger@gmail.com

814 Jones Drive  
Ann Arbor, MI 48105  
ph. 847.682.0954

## education

**University of Michigan School of Information**, Ann Arbor, MI

Candidate May 2014

Master of Science in Information

*Specializations:* Preservation of Information, Archives and Records Management

Dr. Marylouise D. Meder Scholarship

**Brandeis University**, Waltham, MA

May 2009

Bachelor of Arts Degree, Magna Cum Laude

*Major:* German Language and Literature      *Minors:* Film Studies, Anthropology

Dean's List, Phi Beta Kappa Society

## archives and preservation experience

**University of Michigan William L. Clements Library** Ann Arbor, MI

September 2012- Present

*Graphics Division Archival Assistant*

- Catalog and digitize selections from the library's photographic collection
- Process collections using EAD finding aids, EAD to MARC conversion using XMetal
- Assist the Graphics Curator with design and installation of exhibits based on artifacts from the library's collection using Adobe InDesign and Photoshop

**University of Michigan Museum of Anthropology Photographic Collection** Ann Arbor, MI

October 2013- Present

*Museum Assistant*

- Conduct an item-level condition survey of the collection in order to write a grant for rehousing the materials
- Write procedures for assessing conditions and preservation-level housing needs for glass plate and acetate negatives
- Create databases to record and assess data collected in the course of the condition survey

*Preservation Needs Assessment Media Condition and Preservation Specialist*

Fall 2012

- Conducted a global survey of the collection assessing conditions and preservation needs for glass plate negatives, acetate negatives and motion picture film, nitrate negatives, and color 35mm slides
- Wrote a report focusing on ideal recommendations for environment, housing, handling, and digitization for fragile photographic formats in preparation for a move to a new facility
- This was a group project for a client-based course

**Harvard Library, Weissman Preservation Center** Cambridge, MA

May 2013- July 2013

*Photograph Cataloging Intern*

- Cataloged and described historic photograph collections by creating EAD finding aids and item-level and collection-level records in Archivist's Toolkit and other software using AACR2, DCRM(G), DACS, and MARC 21
- Surveyed collections, identified photographic formats, and re-housed materials for preservation and access
- Assisted the Program Officer for Photographs and Photograph Conservator in conducting a condition assessment survey for the salted paper prints in the Harvard Library collections
- Updated a Microsoft Access database and wrote data clean-up procedures for a large photograph condition survey
- Designed a sample informational brochure for the Weissman Preservation Center

**Rotary International, Department of History and Archives**, Lincolnwood, IL

September 2011- June 2012

*Archives Intern*

- Digitized archival photographs from the collection, wrote metadata, and added digitized photographs to an online database using Extensis Portfolio
- Processed small collections including weeding, re-housing, cataloging, and writing finding aids

**C L Neiger Fine Arts**, Glenview, IL

April 2011 - June 2012

*Collection Cataloger/Gallery Manager*

- Designed and implemented a cataloging system for the artist's collection of over 200 original paintings, drawings, and prints using Microsoft Excel and Adobe Lightroom
- Assisted the artist in website design and maintenance of [www.clneiger.com](http://www.clneiger.com)

**The National Center for Jewish Film** Waltham, MA

February 2007- May 2009

*Intern*

- Maintained the customer database and archival film collection database using Filemaker Pro
- Assisted with the annual Jewish Film Festival publicity, organization, and ticket sales

**film experience*****Mu Asapru, Mu Adabru***, original documentary film

January 2007- Present

*Filmmaker*

- In the process of creating an original documentary film that chronicles my grandfather's life and experiences as a German Jew during the Second World War. Work is continuing using video interviews, historic photographs, original artifacts, and research.

**SunDeis Student Film Festival**, Brandeis University, Waltham, MA*Special Guests Coordinator, Advertising Specialist*

August 2008- April 2009

*Student Filmmaker Outreach Chair, Advertising Specialist*

November 2007- April 2008

- Developed connections with film industry professionals and planned festival programming
- Designed all posters and promotional materials for the film festival using Adobe Creative Suite
- Managed festival promotion at universities across the country and in the greater Boston area

**additional experience*****Hollywood and Hitler: 1933-1939***

February 2012- July 2012

*Freelance Photograph Researcher*

- Conducted photograph research for *Hollywood and Hitler: 1933-1939* by film historian Thomas Doherty, professor of American Studies at Brandeis University.
- Acquired, digitized, and cataloged archival photographs for publication

**Rotary International**, Evanston, IL

March 2010- October 2010, March 2012

*Photography Assistant for the Broadcast Media Department*

- Wrote metadata and indexed photographs from international and local photography shoots conducted by Rotary International staff photographers using Adobe Lightroom

**Rotary International**, Evanston, IL*Art Assistant/Graphic Designer for The Rotarian Magazine, Rotary International's feature publication*

January 2010- January 2011

- Conducted photography and art research for *The Rotarian* and *Rotary Canada*
- Managed image acquisition and image copyrights, working with international photograph archives to conduct research and acquire permissions for publication
- Designed regular sections and feature articles of *The Rotarian*, and the Canadian quarterly, *Rotary Canada* using Adobe InDesign
- Managed projects, assisted at photography shoots and provided general office support for *The Rotarian's* Creative Director

*Editorial Intern for The Rotarian Magazine*

September 2009- January 2010

- Wrote and researched articles and special features for *The Rotarian*, *Rotary Canada* and [www.rotary.org](http://www.rotary.org)
- Conducted photography research, layout, and design for *The Rotarian* and *Rotary Canada*

**skills***Language Skills:* Literate in written and spoken German, basic understanding of Hebrew*Cataloging:* AACR2, ALEPH, Archives Space, Archivists Toolkit, Archon, DACS, DCRM(G), Extensis

Portfolio, EAD, Filemaker Pro, MARC 21, Microsoft Access, XMetaL Author Enterprise

*Programming Languages:* Python, HTML/CSS*Design and Film:* Adobe Illustrator, Adobe InDesign, Adobe Lightroom, Adobe Photoshop, Final Cut Pro, Microsoft Publisher