

Vanessa G. Hutchins

SHE/HER/HERS | HELLO@VANESSAHUTCHINS.COM

PROFESSIONAL EXPERIENCE

To view my portfolio, please visit www.vanessahutchins.com.

AUSTIN HISTORY CENTER

IMAGING ARCHIVIST | NOV. 2021 - PRESENT

Follow best practices to digitize archival material for access and long term preservation, supporting virtual reference requests, community archives initiatives, and digital archives strategies

DIGITAL ARCHIVES VOLUNTEER | JUNE 2020 - NOV. 2021

Assist with the migration of legacy data, related to digital records that have been entered in several databases and spreadsheets, for the implementation of Preservica digital preservation software.

DIGITIZATION VOLUNTEER | AUG. 2018 - MARCH 2020

Digitized photographic materials and entered descriptive metadata into a visual resource database, applying controlled vocabulary and other standards for data structure.

BENSON LATIN AMERICAN COLLECTION

DIGITAL SCHOLARSHIP INTERN | AUG. - DEC. 2020

Curated a digital collection of archival materials related to Antonio López de Santa Anna, with an accompanying exhibit and interactive map for audiences to explore the materials in geospatial context.

DIGITAL ARCHIVES VOLUNTEER | SEPT. - NOV. 2020

Facilitated the preparation of digital content, from Human Rights Documentation Initiative (HRDI) collections, for migration into the University of Texas Libraries Digital Asset Management System.

TRANSCRIBER | JUNE - AUG. 2020

Transcribed cursive writing from late-eighteenth and nineteenth century letters that document the history and movement of enslaved people in Texas, for the Texas Domestic Slave Trade Project ([TXDST](#)).



DEGREES & CERTIFICATES

INFORMATION STUDIES, Master of Science

The University of Texas at Austin

Jan. 2019 - Dec. 2020

Endorsements of Specialization:
Archives and Digital Humanities

Certified Archivist (CA), Provisional Status

Academy of Certified Archivists

July 2021

VISUAL ARTS EDUCATION, Certificate of Advanced Study

CUNY Brooklyn College

Sept. 2011 - May 2013

ART HISTORY, Master of Arts

The University of Texas at Austin

Aug. 2007 - Aug. 2009

Bachelor of Arts

Florida International University

Aug. 2003 - May 2006

SKILLS

ARCHIVES TOOLS & SCHEMAS

Dublin Core | MODS | MARC
XML | SQL | HTML
Oxygen XML Editor
OpenRefine
Omeka DAMS
DSpace
Preservica
Spotlight
IIIF & Image Viewers

DIGITAL HUMANITIES TOOLS

ImagePlot
ArcGIS | QGIS | MapWarper
Gephi
Voyant
Agisoft Metashape

INSTRUCTION & DESIGN TOOLS

Adobe Creative Suite
iMovie | Camtasia
Canvas | Zoom | Panopto

LANGUAGES

English | Spanish

ORGANIZATIONS

Society of American Archivists
(SAA) | Society of Southwest
Archivists (SSA) | Visual
Resources Association (VRA) |
American Library Association
(ALA) | Art Libraries Society of
North America (ARLIS/NA)

ARCHIVES PROCESSING PRACTICUM | SEPT. - DEC. 2019

Processed the collection of Rupert and JoAnn Reyes, founders of Teatro Vivo. Measuring 13 linear feet, the collection includes a range of media such as stagecraft designs, financial records, promotional material, photographic prints and negatives. [VIEW THE FINDING AID.](#)

SCHOOL OF INFORMATION, UNIVERSITY OF TEXAS

INSTRUCTIONAL TECHNOLOGY ASSISTANT | JAN. - DEC. 2019

Developed curricular content related to information literacy for the undergraduate course, "Academic Success in the Digital University."

Provided instructional technology support to students, faculty, and staff for campus equipment and web-based systems.

AUSTIN INDEPENDENT SCHOOL DISTRICT

ART TEACHER, COOK ELEMENTARY | AUG. 2015 - JUNE 2018

Distinctions: 2017-18 Teacher of the Year | 2015-16 Teacher of Promise

Created curricula that support problem-solving and interdisciplinary learning for K-5 students, a high percentage of whom qualified as Economically Disadvantaged and English Language Learners.

SPECIALIZED TRAINING

SOCIETY OF AMERICAN ARCHIVISTS

APPRAISAL OF DIGITAL RECORDS WORKSHOP | APRIL 2020

Reviewed the fundamental principles of archival appraisal, addressing issues that are unique to electronic records.

AMERICAN ACADEMY IN ROME & GETTY RESEARCH INSTITUTE

THE ART HISTORICAL IMAGE IN THE DIGITAL AGE | JULY 2019

Attended ten-day-intensive digital humanities seminar that examined technology such as photogrammetry, Geographic Information Systems, social network analysis, and visualization analysis software to create, manage, and refer to images for art historical research.