

Maya Brooks

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STATEMENT OF PURPOSE

I am currently the Mellon Foundation Assistant Curator at the North Carolina Museum of Art, a position that forges my passion for technology with art history through exhibition curation. My professional mission is to provide equitable museum experiences for diverse populations. Overall, I strive to restore access, inclusion, and agency in the museum field for marginalized communities.

EDUCATION

2020

The University of North Carolina at Greensboro
Master of Arts in History, Museum Studies Concentration

2018

The University of North Carolina at Chapel Hill
Bachelor of Arts in Anthropology, Art History Minor

PRESENTATIONS AND AWARDS

2020 Presenter at The Digital Humanities Collaborative Institute, The University of North Carolina at Greensboro

2019 Recipient of the Pauline and Hugh B. Hester Graduate Fellowship for Excellence in History

GRANT EXPERIENCE

2019 Grant Writer for The North Carolina Humanities Corridor Grant for Inter-Institutional Faculty Student Groups

INDEPENDENT CONTRACT EXPERIENCE

2020 Digital Humanities Contractor for The Recollection Project

2020 Web Designer for The Historic Magnolia House

2020 Evaluation Coordinator and Social Media Strategist for the Oasis Spaces Green Book Project, North Carolina African American Heritage Commission

2020 Web Designer for the Black Craftspeople Digital Archive

2019 Digital Humanities Contractor for the Harvey B. Gantt Center for African-American Arts and Culture

PROFESSIONAL EXPERIENCE

2020- Present

Mellon Foundation Assistant Curator
North Carolina Museum of Art, Raleigh, NC

- Assisted curators with planning for new collections installations and an ongoing series of focus exhibitions
- Conducted research on artworks in the permanent collection and confirmed label copies for exhibitions, loans, publications, and educational materials
- Wrote short texts on collection artwork for exhibition wall text, catalog entries, and collection publications
- Participated in the expansion of the collections section of the NCMA website by assembling images, texts, and other published materials

2019-2020

Graduate Assistant

Institute for Community and Economic Engagement, Greensboro, NC

- Collected and recorded community engagement and public service work among 125 UNCG departments
- Designed print and digital promotional material for conferences, special events, and social media
- Managed communication outlets via ICEE's website, social media, and e-newsletter campaigns that reached over 3,500 collective users per month
- Coordinated programs and meetings with over 40 community partners throughout the Triad area

2018-2020

Programs Assistant

Greensboro Public Library, Greensboro, NC

- Maintained automated catalog and circulation records using Horizon software
- Provided technical and reference support to library guests
- Researched and designed a community resources guide for public distribution to over 1,000 library patrons
- Designed print and digital promotional material for special events and media displays
- Coordinated weekly library programs and special events

2018

Evaluation Intern

North Carolina Museum of Natural Sciences, Raleigh, NC

- Outlined, conducted, and analyzed demographic and satisfaction surveys using QuickTapSurvey software
- Digitized and archived over 2,000 survey materials for future museum use
- Presented a proposal to the museum's evaluation board for future integration of inclusive, interactive exhibitions to facilitate museum diversity

2016-2018

Gallery Assistant

North Carolina Collection Gallery, Chapel Hill, NC

- Maintained Special Collection materials- rare books, maps, and microfilm
- Accessioned over 100 new artifacts into a digital archive each quarter using FileMaker Pro software
- Designed and installed exhibitions for special events and programs using university-related artifacts from the Carolina Keepsakes collection
- Contributed to the University's blog on state history and culture, North Carolina Miscellany

2014-2018

Communications Specialist

UNC Visitors' Center, Chapel Hill, NC

- Arranged, promoted, and led historical tours of campus
- Inaugurated use of digital technology for guided tours using digitized images from the North Carolina Collection Photographic Archives
- Developed a collection of print and electronic advertising materials for tours and special events
- Provided information about the university, town, and county upon request from campus visitors

LANGUAGE SKILLS

Spanish- advanced in reading and writing, conversational in speaking

Portuguese- intermediate in reading and writing, conversational in speaking

SOFTWARE KNOWLEDGE

Adobe Creative Suite
Aeon Workflow Management Software
ArcGIS System Software
Canva Graphic Design Software
FileMaker Pro Administrative Software
Hootsuite Social Media Management Software
Horizon Integrated Library System
Microsoft Office Suite
PastPerfect Collection and Contact Management Software
QuickTapSurvey Data Collection Software
The Museum System
Wix Website Builder Software
WordPress System Software