

Denise A. Wallace

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Education

Valdosta State University **Master of Library and Information Science** GPA 4.0 Dec 2009
Major: Archives with an emphasis in visual material archives and digitization projects.
(Examples of course work can be viewed on web site above.)

University of Nevada, Las Vegas **Master of Fine Arts** GPA 3.85 May 2000
Major: Fine Arts with an emphasis in photography and digital applications.

Montana State University, Bozeman **Bachelor of Arts** GPA 3.82 May 1997
Major: Media and Theater Arts with an emphasis in photography and theater

Daytona Beach Community College **Associate of Science** GPA 3.74 May 1994
Major: Photographic Technologies

Continuing Education:

Standards and Best Practices for the Description of Photographs, Instructors: Martha R. Mahard, 2008

A Race Against Time: Preserving Our Audiovisual Media, Instructors: Alan Lewis, Sarah Stauderman, George Blood, Thomas F.R. Claerson, and Ruta Abolins, 2009

Making Meaning: Planning and Implementing Archival Exhibitions, Instructors: Lynn Robertson and Lana Burgess, 2009

Professional Experience

PORTMAN FINANCIAL, Visual Materials Archivist, Responsible for management of the image archive as a lone arranger to include creating the archival numbering system, original cataloging of all collections, and storage procedures for re-housing of all collections. Additional projects include management of digitization project working with an in-house scanning technician and outside vendors, collaboration with the Information Technology manager to install and populate ARCHON as a digital asset management system, establishment of authority and vocabulary control for indexing within the ARCHON system, collaboration with the High Museum of Art for the John Portman: Art and Architecture exhibit and exhibition catalog; and management of the production of large coffee table book on the work of John Portman titled: FORM. *Nov 2008-Present*

THE ART INSTITUTE OF ATLANTA, Photographic Imaging Adjunct Faculty, Responsible for original development and organization of course curriculum within stated objectives, facilitation of course material and classroom management to motivate student success within the learning environment to include presentation of difficult conceptual material, objectively evaluating student progress and providing meaningful feedback. *Courses taught:* Digital Photographic Production, Digital Photographic Illustration, Photo Design*, Digital Photo for Non Majors*, Digital Photo for Illustrators*, Digital Ink & Paint*, Conceptual Interactive Design, History of Animation, Visual Expressions, & Smart Fun Workshops. *Sept 2002-June 2008*

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Professional Experience (cont)

PINCKNEYVILLE COMMUNITY CENTER, **Cultural Arts Specialist/Recreation Leader**, Responsible for overseeing afternoon and evening operations of facilities, including supervising participants and programs, assisting special interest groups, dealing with patrons, management of gallery program, ceramic studio and three gallery spaces. Responsible for marketing and promotion of gallery spaces to include artist receptions, art sales, and documentation of events. **Designer** and organizer of public art commemorative display for new center. *Feb 2002-Jan 2004*

COMMUNITY COLLEGE OF SOUTHERN NEVADA, **Media & Technologies Adjunct Faculty**, see description above for a list of teaching responsibilities. *Courses taught*: Beginning Photography, Intermediate Photography; **Co-Instructor**, Fashion Photography; **Curriculum Coordinator**, Overhaul of existing curriculum for Beginning Photography and creation of Fashion Photography course. *Jan 2000-Dec 2001*

DAVID PHILLIPS PHOTOGRAPHY, **Photo Manager** of Monte Carlo Wedding Chapel Contract, responsible for photography, training of other photographers, proofing, ordering, and archiving of wedding images. **Event Photographer**, responsible for event photography at various events to include Sketchers, IKON, Motorola Canada, and the UNLV Foundation. *Aug 2000-Sep 2001*

UNIVERSITY OF NEVADA, LAS VEGAS, **Fine Arts Adjunct Faculty**, see description above for a list of teaching responsibilities. *Courses taught*: Beginning Photography. *Aug 1998- May 2000*

Volunteer Work

GEORGIA INSTITUTE OF TECHNOLOGY, **Intern**, Assisted Mandi Johnson with processing of visual materials from Young Frank Freeman Collection. Completed finding aid can be seen at <http://www.library.gatech.edu/archives/finding-aids/display/xsl/VAM003>. *Mar 2008*.

*DRAGON*CON*, **Assistant Operations Manager**, Assisted Patrick Roberts with Educational & curatorial aspect of the Art Show and John Parise with staffing and management of art show during the con. *Sept 2004-Sept 2008*

CONTEMPORARY ARTS COLLECTIVE, **Graphics Chair**, Newsletter Designer/Editor, Historian, Gallery Operations, Board of Directors. *Sept 1999-Dec 2001*

"REARVIEW MIRROR", **Photographer**, Feature Film, Cam Grierson-Director, Documented the making of the film, both film stills and behind the scenes, provided images for promotion and trailer of film. *1997*

"STRANGERS ON EARTH", **Stage Manager**, Assistant to director and responsible for organization and management of all actors, technicians, rehearsals and run of show. *1996*

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Digital Experience

- Software:** Adobe Photoshop CS4, Adobe Bridge (and metadata entry with XMP), Macromedia Flash 8/CS3, Microsoft Office 2007(Word, Excel, Access, Outlook, Power Point), Adobe Acrobat, ARCHON, Microsoft Visio, phpMyadmin and SQL scripting.
- Web Resources:** FTP, ARCHON Forum, and SAA & VRA list services.
- Hardware:** Macintosh & PC systems, Imacon Flextight scanners, Epson printers and scanners, and EyeOne Color Calibration systems.
- Digital Cameras:** Canon, Nikon, Sony, Kodak, Fuji, and Olympus.

Administrative Experience

- Management:** Staff-Employees, Interns, Volunteers, Students, Artists, Venues-Galleries, Theatrical Productions, book publishing, public events, photography & ceramic labs and studios
- Problem Solving:** Prioritizing and Organization; and research
- Financial:** P/R accounts, Petty Cash, Travel/Publicity/Project budgets, procurement of funds, and contracts, POS
- Clerical:** Oral and Written communication skills, data entry, word processing, and desktop publishing

Gallery Experience

- Management, Public Relations, Fund Raising, Graphic Design, Curator, Historian, Installation, Receptions, Archiving and daily operations

Professional Organizations

Society of American Archivists
Society of Georgia Archivists
Visual Resources Association
American Libraries Association