**Julie Q. Warren**

Museum & Archive Manager

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**Summary:**

Archival Manager with 15+ years of experience working in a public library and museums to preserve the local history through the digitization of historic documents and objects found in their collections.

**Professional Experience:**

**South Carolina Maritime Museum-** Georgetown, South Carolina

Museum Assistant- Part-Time, October 2018-Present

* Work to run the museum on Saturdays, greeting visitors, opening & closing the building.
* Manage gift shop; Ordering and working with wholesale suppliers. Setting up the gift shop and handling the POS system.

**Georgetown County Library**, Georgetown, South Carolina

Digital Archives Manager, February 2007-Present

* Scan and rehouse original items both in the library Rare Book Room and in other collection, meeting archival standards
* Worked with CONTENTdm Software to create online database for collections
* Plan and implement exhibits within the library that promoted local collections
* Promote the GCDL in the community through presentations and speaking engagements
* Write articles that promoted the GCDL, for local newspapers, magazines, websites, social media channels and more
* Oversaw the packing and moving of over 5,000 items from the archive to a temporary facility.

**Hampton Plantation State Historic Site,** McClellanville, South Carolina

Public Information Specialist**-** July 2004-February 2007

**Thomas Jefferson Foundation**, Charlottesville, Virginia

Curatorial Intern, May 2003-May 2004

**Education:**

**M.A., Museum Studies,** University of Newcastle-upon-Tyne, Newcastle, England,

September 2002- May 2003

Thesis: *The Effects of the Colonial Revival on Virginia’s Historic Houses*; completed September 2003.

**B.A., History,** Lee University, Cleveland, TN*,* 1995-1999