

Amber M. Foster

Aurora IL, 60506

Objective: To enhance my career goals and professional skills

Education:

Southern New Hampshire University

MA History w/concentration in Public History Dec 2018

Aurora University

Bachelors' of Arts- History Dec. 2013

Minor – Museum Studies

Kishwaukee College

Associates' in Arts August 2011

Work Experience:

Museum Registrar, Aurora Historical Society

November 2015-Present

- Maintain and manage collection records, including accession, de-accession, deeds of gifts, and object records.
- Along with the collections curator; develop, update, and implement collection management policies and collection related forms as needed.
- Implement filing of weekly circuit and county court records
- Assist curator with exhibit installation and take-down as needed
- Assist with tours and special events as needed
- Act as recording secretary at pre-collection committee meeting as needed
- Facilitate collections committee meetings
- Update membership and donation records in database

Historical Curator, Blackberry Historical Village, Aurora, IL

May 2014- Present

- Updated records indicating condition and restoration of objects
- Processed all donations and deeds of gifts and maintained donor files.
- Monitored collections on display and in storage
- Identified potential risks to the safety of the collection and made recommendations for eliminating such risks
- Prepared objects for display ensuring objects are properly mounted, matted, framed, and packed for storage using archival materials.
- Composed exhibit proposals
- Successfully executed exhibit designs, research and installation
- Designed interactive exhibits/displays
- Updated collection policy and procedure manual
- Collaborated with second party printers to design labels for interactive exhibits
- Supervised staff of 14 interpreters and lead interpreter
- Collaborated with lead interpreter to add interactive elements to site tours
- Facilitated interpreter trainings and meetings
- Conducted interviews and hiring for interpreter program

- Supervised museum intern
- Installed and transferred hard file copies to new Past Perfect database
- Collaborated with marketing department on museum label formats

**Guest Relations, Frank Lloyd Wright Trust, Oak Park, IL
April 2014-August 2014**

- Delivered quality daily guest experiences including but not limited to tours, programs, events, special use of sites and facility rentals at the Home and Studio, Robie House and the Rookery.
- Assisted in the preparation of the sites.
- Participated in and completed the interpreter training program(s) successfully learning to lead tours.
- Managed daily audio tour logistic
- Provided administrative assistance to operations manager at Home and Studio site
- Assisted other departments and performed other duties as assigned.
- Ensured customer service and safety goals
- Facilitated phone communication with volunteers on their tour schedules
- Conducted tours and introductions of the Home and Studio, Robie House and Unity Temple to Trust guests including international tour groups.
- Distributed daily mail to Home and Studio, Rookery, Robie House, and Unity Temple, as needed

**Audience Services, Paramount Arts Center/River Edge Park, Aurora, IL
May 2013- January 2016**

- Selling tickets and providing information about Paramount and downtown Aurora in-person, over the phone and via email
- Providing superb customer service to all persons who enter the space
- Reporting and cash handling
- Communicating and problem-solving with all Paramount employees
- Knowledge of past and present shows, community impact, and downtown Aurora
- Ensure all customer service protocol is followed
- Duties as assigned by the audience services director/ management to ensure all projects are completed in a timely manner
- Enter donation requests in database
- Operating Patron-edge ticketing system, MS Word, Excel and Outlook
- Switchboard operation and two-way radio communication
- Bookkeeping

**Student Assistant, Shingoethe Center and Art Gallery, Aurora University
August 2012 – May 2013**

- Update collections in Past Perfect database
- Assist with public school group tours
- Cashier and clerical work at museum and store
- Assisted with collections care and management
- Answer phones and Schedule Tours
- Artifact conservation and preservation

Internship experience:

**Selenia Rolfe Towle Teagues Intern, Ellwood House Museum, DeKalb, IL
June 2013 – August 2013**

Volunteer, May 2012 - Present

- Completed Docent training
- Lead historical tours in the house and on grounds
- Researched and designed tour for newly accessioned property

- Worked with executive director in research and development of tours
- Assisted staff with organization
- Performed tasks as assigned

Midwest Museum of Natural History, Sycamore, IL

August 2013-Present

- Locating objects in Past Perfect database
- Performing graphic design duties as assigned
- Designed animals exhibit labels
- Located appraisers for donated artifacts
- Cashier and clerical work at museum and store
- Assisted with animal care
- Facilitated animal handling with guests
- Found themes for upcoming exhibits
- Installed animal exhibit labels
- Successful grant proposal research

Volunteer Experience:

Volunteer, Aurora Historical Society, Aurora, IL

January 2012- Present

- Researched WWI medical bags to determine use and function of medical equipment
- Inventoried historical clothing for collections
- Taking digital images of objects
- Created object records in Past Perfect database
- Assisted curator in office organization
- Made buttons for Aurora 175th anniversary celebration
- Assisted with special events

Activities/ Awards:

- **Undergraduate Research Conference**
Museum exhibitions class presentation, Unraveling Revelations: Decoding the Prophetic Charts
- **Illinois Museum Association- Award of Excellence**
Unraveling Revelations: Decoding the Prophetic Charts
- **Phi Alpha Theta** –National History Honor Society
- **Selenia Rolfe Towle Teagues Internship-** Ellwood House, DeKalb Illinois

Exhibits/Productions:

- **Metropolis 1893: Columbian Exposition**
Blackberry Farm Summer Season 2015
- **Holiday Magic: Victorian Christmas Traditions**
Blackberry Farm Holiday Express-2015, 2016
- **Under the Big-top: The Circus Comes to Town**
Blackberry Farm Summer Season 2016
- **Sleepy Hollow Live Action Play** 2017
- **Grassroots: Sing along Songs** 2018

References:

Brian Reis
Executive Director
Ellwood House Museum

[REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Meg Bero
Executive Director
The Schingoethe Museum and Art Gallery
Instructor, Museum Studies
Aurora University

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Kevin Berls
Audience Services Director
Paramount Theatre

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