

MILLIE STRONGBAD

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Objective: To obtain an internship in the field of Arts Administration

Highlights of Qualifications

- A passion for and interest in the arts, and an ambition to provide the public with opportunities for artistic learning and growth
- Total of 9 months of valuable intern work contributing to the operations and management of reputable Chicago museums and their programs
- Proven commitment, dedication, leadership and quality work in the field of Arts Administration

Education

St. Sarah College, Bayfield, MO Graduation: May 2007

- Major: Art History; Concentrations: Management Studies & Women's Studies
- Grade Point Average: 3.29

Relevant Experience

Education Intern, Foundation Institute of Arts, Foundation, MO, June-August 2007

- Developed proposal and organized the completion of a new Art Cart for the museum's ancient Greek and Roman galleries; completed this project through close teamwork with another intern
- Updated and maintained "Art Cart" and "Art Adventure" programs through review of existing program material and development of new resources
- Applied working knowledge of art history to current museum issues

Museum Operations Intern, Foundation Children's Museum, Foundation, MO June-August 2007

- Worked under the supervision of the Visitor Services Department
- Researched and compiled a report on the museum's accessibility for visitors with disabilities
- Contributed to the completion of an assessment of visitor surveys
- Completed monthly over/short reports to be distributed to all department staff
- Broadened understanding of museum management

Administrative Aid / Creative Arts Facilitator, Foundation Children's Museum, Foundation, MO June-August 2006

- Conducted phone interviews and screened references of volunteer applicants
- Completed data entry, systematized volunteer files, wrote and edited letters and documents
- Operated the main multi-line telephone by answering questions of museum visitors and by transferring calls to individual employees or departments
- Supervised creative arts center where children and their families explore through imagination and sensory learning

Chairperson, Vocal Music Department Publicity Committee, Dupont High School, Sioux Falls, SD 2004-2005

- Designed and supervised printing of posters and flyers that were distributed throughout the community.
- Composed and edited publicity articles published in school newsletter
- Reported committee progress and questions to academic advisor
- Strengthened skills of cooperation, leadership, and accountability

Editor, Sojourner Literary & Art Magazine, Dupont High School, Sioux Falls, SD 2003-2005

- Reviewed and evaluated literary and artistic pieces submitted by students
- Consulted with other editors to determine contents of final publication
- Developed skills of organization, analysis, and setting and meeting deadlines

References Available Upon Request