

ASHTON WINGATE

DIGITAL ARCHIVIST

PERSONAL INFORMATION

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PROFESSIONAL EXPERIENCE

DIGITAL ARCHIVIST | JAN 2019 – PRESENT

NAACP Legal and Educational Defense Fund, Inc., New York City, N.Y.

- Creates policies and procedures for digitization of archival records as well as workflows related to the transfer of non-active records into the archives.
- Project manager for digitization initiatives and grant funded activities. Acts as primary liaison for digitization and website vendors.
- Maintains digital collections, adds new collections to digital repositories. Generates/maintains metadata. Participates in the creation of taxonomies.
- Assists staff with legal research and maintains collection of research tools.
- Plans and executes digital and physical exhibitions of archival material.
- Conducts physical and digital processing of archival records.
- Coordinates with litigation department to review archival records for privileged and sensitive information.
- Works with communications dept to leverage archival material to connect past to present, celebrate milestones and add context to conversations around civil rights and racial justice on social media.
- Facilitates accessioning of materials into the archives from external parties.
- Conducts trainings and orientations for staff, familiarizing them with research tools and use of archival collections.

OUTREACH SPECIALIST | SEP 2015 - DEC 2018

DC Public Library, Washington, D.C.

- Develops and implements outreach initiatives to promote the library's citywide early literacy awareness campaign.
- Has forged successful, ongoing partnerships with sports teams, nonprofits, barbershops, city government agencies, grocery chains and other community stakeholders to support the library's early literacy efforts.
- Integral to the operation and management of "Books from Birth" initiative which has delivered over 500,000 free books to over 32,000 families in Washington, D.C. with children under the age of five.
- Manages the organization and execution of the library's annual family festival/resource fair. Increased attendance from 800 to 1200 attendees annually. Managed the library's staff training day as committee co-chair (600 attendees).
- Works with Assistant Director of Communications to schedule ad buys from radio, TV, print, and other media vendors. Also manages graphic design process in creation of ads and early literacy related collateral.
- Acts regularly as a public facing spokesperson for the DC Public Library on radio and TV.

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COMMUNICATIONS AND MARKETING ASSOCIATE | JAN 2014 – SEP 2015

Independent Sector, Washington, D.C.

- Hired as a Marketing Assistant, promoted to Associate in January 2015.
- Managed daily and monthly communications to a national membership organization of over 450 nonprofits, charities and associations.
- Led social media strategy. Contributed to the organization and execution of website re-design, annual national conferences and executive leadership programming.

LIBRARY ASSOCIATE (P/T) | APR 2014 – SEP 2015

DC Public Library, Washington, D.C.

- Taught workshops and created book displays.
 - Represented the library at outreach events.
 - Worked at the reference desk and preformed readers advisory.
 - Assisted with shelving, weeding and maintenance of the library's collections.
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BACHELOR OF ARTS IN COMMUNICATIONS | 2007

North Carolina State University | College of Humanities and Social Sciences
Concentration: Communications Media

MASTER OF SCIENCES IN LIBRARY AND INFORMATION SCIENCE | 2018

Catholic University of America | School of Library and Information Science
Concentration: Digital Libraries

EDUCATION & EXPERTISE

- **Content Management Systems:** Drupal, Wordpress, Umbraco
 - **Collection Management Software:** Omeka, CONTENTdm, ArchivesSpace, Preservica, ArchivIT, FileTrail, Open Refine, Merlin One, Index Engines
 - **OPAC:** SirsiDynix, Cassidy Catalog
 - **Project Management:** Freshdesk, Asana, MS SharePoint
 - **Email Marketing:** Mailchimp
 - **Graphic Design:** Adobe Photoshop
 - **Coding:** HTML, XML, Dublin Core
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TECHNICAL SKILLS

- Awarded a scholarship from the Iota Chapter of the Beta Phi Mu Honor Society
 - Member of the American Library Association
 - Member of the Society of American Archivists
 - Board treasurer for the National Home Library Foundation
 - Board treasurer for the Archivists Round Table of Metropolitan New York
 - Peer review for the National Historical Publications and Records Commission (2021)
 - Manuscript review for the Black Scholar: Journal of Black Studies and Research (2021)
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AWARDS AND AFFILIATIONS

MEDIA

- EǝhZciation: [Archival Silences in the Present Moment](#) at Princeton University Humanities Council
- Presentation: [Keeping Archives Relevant in a Dizzying Digital World](#) at Preservica Annual Meeting