

J. Maisie Duncan

CONTACT INFO

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PROFESSIONAL SUMMARY

I am a museum professional with a Master's Degree in Museum Studies and a background in writing and education. I have cultivated 10+ years of experience in the examination, protection, education, and interpretation of cultural heritage.

EDUCATION

M.L.I.S.- Museums Studies

Kent State University
2018

B.A.- English Creative Studies

University of Central Oklahoma
2012

A.A.- English

Redlands Community College
2009

SKILLS

Curriculum Planning

Project & Personnel Management

Written/Oral Communication

Pedagogy & Andragogy application

Strategic Planning

HONORS & ASSOCIATIONS

Civilian Service Commendation Medal

U.S. Army, Jan. 2021

Copperas Cove Historical Society

Texas Association of Museums

PROFESSIONAL EXPERIENCE

Museum Specialist

Fort Hood Museums

2020- Present

- Team lead for exhibit scripts development for new museum facility
- Develop educational and outreach programming plan
- Manage collection of over 5,000 objects
- Manages volunteer team in artifact care, handling, and packing
- Collaborates with inter-agency team to facilitate museum and exhibit design

Museum Collections

Intern/Volunteer

Bell County Museum

2017-2020

- Corrected and improved collection documentation records
- Improved functionality and organization of collections and office
- Assisted with exhibit design concepts
- Assisted with construction of large scale exhibits
- Practiced artifact care, handling, and packing
- Presented museum topics in community outreach

Educator/ Curriculum

Harker Heights High School

2013-2016

ASTECC Charter School

2012-2013

- Implemented multi- approaches to assessment and curriculum
- Participated in high impact team used as exemplar for peer teaching
- Utilized current events to relate high-level concepts
- Achieved 90% student pass rate in state exams
- Differentiated subject matter exposure for varied abilities and interests
- Encouraged the connection of a wide variety of topics and curriculum through student-led project-based learning

Civil Affairs Specialist

U.S. Army Special Operations

2003-2011

- Assisted in the protection of historical and religiously significant sites
- Collaborated with non-profit and government agencies
- Assisted in the completion and opening of the first women's vocational school
- Supervised a small team of soldiers
- Oversaw the management and budget for all C.A. projects in 13 provinces in excess of \$30million

ACADEMIC EXPERIENCE

2018 M.L.I.S. Museum Studies

Kent State University

Program Description: Part of the Cultural Heritage Informatics & Stewardship pathway within the larger field of LIS. This pathway covers the overlapping fields of museums, archives, and special collections as well as their relationship to each other and the roles they play in communication and interpretation.

This integrated content is explored under the larger umbrella of Information Science with the understanding that this pathway "cuts across all types of information institutions and information work" and is approached through "a holistic, museological perspective" (learn.kent.edu).

Museum Studies courses are based on this inherent connectivity between these focuses and support the diverse and complex nature of museum collections and their reliance on and support of primary sources in multiple capacities. These courses also work to further connect the role narrative has to play in how we study, collect, preserve, and understand both history and our place in it.

Relevant Courses Foundations in Museum Studies, Museum Collections, Museum Users, Museum Systems, Foundations in Archives, Special Collections and Rare Book Librarianship, Information Sources and Services in Information Institutions, Information Institutions Professions, Research and Assessment in Information Institutions, Masters Internship Course

Additional Information Science Courses: Information Landscape, Information Organizations

Projects and Coursework of Note: Museum Collections Plan, Exhibit Concept Proposal: A Perfect Storm: How 1960s Poetry Set the Stage for Societal Change in the 1960s, Programming Concept Proposal: Art Imitating Life: Breaking Barriers Between Perception and Understanding with Art Therapy, Research Proposal: The Value Return and Educational Benefits of Narrative Immersion Experience Exhibit Design in Museums

2012 B.A. Creative Studies: Writing and Literary Analysis

University of Central Oklahoma

Program Description: The critical examination of literature, texts, and creative products in order to write and creatively engage multiple audiences in multiple contexts. Course work also focuses on the application of best practices in teaching English and writing in secondary and post-secondary environments. English graduates prepare through practicum, workshops, and special projects to be "productive, creative, ethical and engaged citizens and to contribute to the intellectual, cultural, economic and social advancement of our local and global communities." (UCO.edu)

ACADEMIC EXPERIENCE

2012 B.A. Creative Studies: Writing and Literary Analysis

University of Central Oklahoma

Courses of Note: Foundations in Creative Writing, Stage writing and Dramaturgy, Short Stories, Novel Writing, Screen Writing, American Literature, Shakespeare, British Literature, World Literature, Fitzgerald and Hemingway

Special Projects of Note: Memoir- In Absence Haunting, Poetry Editor- New Plains Review (2012)

2009 A.A. English

Redlands Community College

Program Description: The study and critical examination of English grammar, rhetoric, and literature with the intent to apply the process, procedure, and best practices in future study and teaching.

2004 Professional Certification- Civil Affairs/Cultural Relations

John F. Kennedy Special Warfare Center and School

Program Description: Practicum designed to develop expertise in cultural relations and relationship building in high-tempo environments. Civil Affairs Specialists engage in civil, political, and cultural discussions between military, political, and civilian representatives. Specialists cultivate and apply knowledge of government and diplomacy, communications skills, and negotiation in order to support military actions in a wide variety of environments and help stabilize countries in conflict.

OTHER SPECIAL PROJECTS

Virtual Webinar- Build It and They Will Come: Building a New Museum with J. Maisie Duncan
Texas Association of Museums- Museum Emerging Leaders of Texas (MELT)
2021

Community Journalist
Minco Millennium Newspaper
2009-2010