

Michelle Cook
<http://www.michellecook.info/>

Work experience

Fellowship Coordinator, RSA

11/19 onwards

- Day-to-day administration for Fellowship Development & Services (FDS) and Fellowship Council
- Coordination of the Fellowship Roadmap project, including organising meetings, ensuring all resources and tasks are logged through RSA systems (Sharepoint, Asana, Salesforce) and tracking their progress, preparing presentations, and progress reports on the Roadmap project for internal stakeholders, and writing comms and blogs for external audiences
- Co-deliver a monthly new Fellows Welcome Event, to convey key information and convene debate about the work of the RSA and identify pathways to engagement
- Supported Heritage Network events to engage the Fellowship with the Heritage for Inclusive Growth and Heritage Index
- Supported a Fellowship event about Sustainable Heritage, and am now working with the event-lead to write a blog about how the current crisis will impact heritage data
- Demonstrated a commitment to DE&I by participating actively in monthly forum, consulting colleagues from Fellowship Engagement to develop content/workflow for the New Fellows Welcome Event, supporting composition of diverse focus groups for the Fellowship Roadmap, and supporting inclusive ways of working with Fellowship Councillors (including Global FCs)

Freelance, London and Maputo, Mozambique

03/18 to 11/19

Projects of note include:

1. **Research Assistant, Urban Institute, University of Sheffield (Oct-Dec 2019)**
 - Transcribed of 60+ hours of interviews in pidgin Portuguese
2. **Consultant, GIZ-Mozambique (Jul-Aug 2019)**

A short contract to recover a local authority archive damaged by floodwater during Cyclone Idai

 - Conducted desk-research to develop project structure
 - Adapted and translated existing collections care manuals, to produce guidance documents and a training workshop for the local team
 - Used agile methodology to adapt workflow for auditing and stabilise collection with the local team, responding to the emerging condition assessment and prioritisation exercise
 - Drafted plan to recover lost collection through long-term digitization and triangulation of sources
3. **Intern, UNESCO Mozambique (Mar-Aug 2018)**

Internship within Culture Programme

 - Primarily responsible for developing concept and budget proposal for potential heritage education project. I used interviews with staff and directors from project interviews to design context-specific solution, and stakeholder mapping to identify potential partners and audiences
 - Supported a diverse team from UNESCO, African Heritage Fund, and government to recruit participants for the 3rd African World Heritage Regional Youth Forum and coordinate events
 - Supported the head of the National Archive to budget for a major digitisation project (20k)
 - Conducted a partial collections survey of the sound archive of Radio Mozambique
4. **Independent curatorial practice**
 - Lead curator and producer for social issue contemporary art shows involving independent East

London creative community: *Mr W. et al* (group show featuring neurodiverse, d/Deaf and disabled artists) and *GENDER* (queer portraiture, resulting from therapeutic art practice)

- Created archival art installation for *British Academy Summer Showcase* and *XXXPosed*
- Facilitated workshop about radical archiving for *Cluster Art Fair* and *Sense@Grow*

Senior Archive and Project Officer, Westminster Archives, London

09/15 to 03/18

Entered service in junior position then promoted to senior role. Later balanced part-time Education Project Officer secondment with Senior Archives Officer role. Consistently balanced the competing demands of these roles through long-term planning, good time-management and a dedication to the work.

1. Senior Archives Officer

- Supported Archivist with collections research
- Coordinated and facilitated workshops for Kids in Museums and Heritage Open Days
- Wrote engaging comms about ongoing collections work, including content for project websites, blogs, and presentations for local history and special interest groups

2. Project Officer: Saving Samuel Godley

- Used desk research to identify possible partners for a new heritage outreach project, and worked collaboratively with staff from six museums and community organisations to devise engagement plan and secure 82k Heritage Lottery Fund grant for its fulfilment
- Assumed sole responsibility for all facets of project management and day-to-day coordination
- Produced engaging educational resources and marketing materials to share the story with external stakeholders and school-groups
- Wrote comms and progress reports for internal stakeholders and funders
- Coordinated restoration work for heritage asset in St Johns Wood, including specialist recruitment

Graduate trainee, Codrington Library, All Souls College, Oxford

09/14 to 09/15

- Provided day-to-day research assistance to students and Fellows
- Supported coordination of heritage restoration project within this historic library, including coordinating book move and liaising with suppliers
- Conducted desk research into open-source systems and structure of current digital humanities platforms and summarized findings for Head Librarian and Board of Fellows, in preparation for commission of new digital collections viewer

Archive and museum volunteer, Bristol

01/14 to 06/14

Education

2018 – 2021 SOAS, University of London, MA Museums, Heritage and Material Culture
Dissertation topic: Participant research project about shifting values and practice in the museum sector in the face of crisis, focusing on Rapid Response Collecting. The pandemic caused a rapid re-development of my research framework and plan to capture emergent trends and issues.

2012 – 2013 University of Bristol, MA Medieval Studies

2009 – 2012 University of Aberystwyth, BA (Hons) English Literature and History

Professional membership

Association of Critical Heritage Studies, Active Member (presented conference paper at ACHS 2020)

Museums Association, Active Member

Contemporary Collecting Network, Active Member