

Rachel Buckmaster

317.418.1880 | buckmaster418@gmail.com | linkedin.com/in/rachelbuckmaster

ACCOMPLISHED ADMINISTRATOR AND CULTURAL STUDIES SCHOLAR WITH EXTENSIVE EXPERIENCE AS A RELATIONSHIP BUILDER, PUBLIC SPEAKER, AND MANAGER IN THE CIVIC, CREATIVE, AND EDUCATIONAL SECTORS.

PROFESSIONAL EXPERIENCE

Assistant Director THE DAVID OWSLEY MUSEUM OF ART AT BALL STATE UNIVERSITY (2016–PRESENT)

- Develop and monitor museum budgets, contracts, artist agreements, and foundation accounts and implement best fiscal practices for conservation and collection care as well as general supplies and programs
- Organize major fundraising efforts and events in close collaboration with director and donor groups
- Supervise and manage museum projects, repairs, and improvements as the liaison between facilities personnel and DOMA
- Hire, train, and manage 25+ student employees including visitor assistants, graduate assistants, and interns
- Establish and maintain museum security protocols and supervise security guards

- Maintain DOMA website, coordinate marketing materials, and oversee traditional and social media outreach

Assistant Director of Student Affairs THE SCHOOL OF THE ART INSTITUTE OF CHICAGO (2012–2016)

- Supervised Office Coordinator and team of ten student employees who managed calendars and student traffic for thousands of advising appointments annually
- Directed and implemented annual budget request process for Student Affairs and monitor adherence to best fiscal practices
- Managed annual operating budget of more than \$350,000 and provided close oversight to millions more
- Served on hiring committees, student conduct boards, and

- the Student Support Team, a weekly high-level session to review students with serious concerns and create robust plans for individual support
- Led all planning and implementation efforts to host national conference of the Association of Independent Colleges of Art and Design (AICAD) student affairs professionals in 2014
 - Earned the Chairman's Award for Academic Administration, an annual, peer-nominated award recognizing exemplary service, within two years of employment

Mayor's Neighborhood Liaison CITY OF INDIANAPOLIS (2003–2008)

- Appointed by Indianapolis Mayor Bart Peterson to serve as his direct liaison between city government and neighborhood associations, businesses, organizations, and more than 130,000 citizens on the north side of Indianapolis
- Developed and strengthened relationships with community

- and business leaders, elected officials, and cultural institutions (including Butler University, the Indianapolis Museum of Art, and the Indianapolis Art Center)
- Communicated the administration's policies, procedures, and vision to the community, articulated community feedback to the mayor, and enabled collaboration and consensus
 - Worked with city, county, and state agencies to refine and implement policies addressing public safety, urban planning, and cultural, community, and economic development

Assistant Director of Community Relations INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (1999–2003)

- Coordinated statewide outreach activities for agency
- Served as liaison with the Indiana Association of Cities and Towns
- Assisted municipal leaders, environmental groups, and citizens with concerns and projects

EDUCATION

Master of Arts in Arts Administration and Policy

THE SCHOOL OF THE ART INSTITUTE OF CHICAGO

- Emphasis of study: cultural policy, arts advocacy, and community engagement

Bachelor of Science in Political Science

BALL STATE UNIVERSITY

- Minors: African-American Studies, History, Natural Resources, and Women's Studies; cum laude graduate of the Honors College

PROFESSIONAL DEVELOPMENT

- Member of the Association of Student Conduct Administration and NASPA
- Trained in Mental Health First Aid, Title IX and VAWA compliance, and transgender student awareness