

DEBORAH ARENZ

PROFESSIONAL EXPERIENCE

*Founder and Principal, **Museum & Nonprofit Solutions, LLC*** Lincoln, Nebraska

August 2024 - Present

- Established LLC to provide services for small to midsize museums and arts and humanities nonprofits in the areas of administration, collections management, interpretive planning, website and database management, membership engagement, and fundraising

*Executive Director, **American Historical Society of Germans from Russia*** Lincoln, Nebraska

February 2022 - August 2024

- Raised over \$80,000 in small foundation grants and oversaw a 70% increase in total donations
- Executed plans for staff recruitment and retention, including: hiring and compensation and benefit plans, day-to-day management, and evaluations and disciplinary action; leading to a 50% increase in staffing
- Provided financial oversight for organization including yearly budget development and monitoring, monthly reporting, and establishment of financial policies and procedures
- Participated in organizational strategic planning at the board level and led staff strategic planning annually
- Increased in-person and online engagement through regular events and partnerships and the establishment of a weekly e-news blast
- Served as *ex officio* member of all board committees and provided organizational support including the creation and distribution of meeting schedules, agendas, and minutes; oversight of board records and working documents; ensured compliance with local, state, and national regulations and filings
- Primary liaison with website developer and regular updated website content
- With a team of volunteers, planned and oversaw annual conventions of up to 400 people

*Director, **Public Art Lincoln*** Lincoln, Nebraska

July 2019 - February 2022

- Coordinated fundraising efforts, the identification of artists and artwork for potential acquisitions, financial reporting, events, and outreach for Public Art Lincoln projects and the Art Makers endowment, as directed by the board of advisors
- Assisted the City of Lincoln in coordinating the management and maintenance of the public art collection and worked to ensure Public Art Lincoln was well positioned to advocate for art with City staff and elected officials
- Built and supported a relationship between Public Art Lincoln and City planners to provide assistance and guidance during project planning
- Provided organizational support for the Public Art Lincoln board of advisors, including the creation and distribution of meeting schedules, agendas, and minutes

- Led Public Art initiatives including the 2020 Billboard Art Project (winner of the Mayor's Choice Award) and the Project Backboard mural installation on a City owned basketball court
- Maintained the organization's website, archives, and working documents

Webmaster, Association for Living History, Farm and Agricultural Museums International
July 2019 - February 2022

- Maintained and updated the organization's website and membership database through WildApricot (membership management/website software)
- Designed and managed regional and international conference registrations through Wild Apricot and Pheedloop
- Designed and coordinated the organization's blog (Wordpress), a monthly electronic newsletter (WildApricot), monthly membership and outreach statistics (Excel/Drive), and the addition of new materials to an online *Skills and Knowledge* database (SharePoint)

Executive Director, Mountain-Plains Museums Association Lincoln, Nebraska
April 1, 2017 to June 30, 2019

- All administrative duties, including financial oversight and personnel management, for ten-state museum association
- Maintained and updated the organization's website and membership database through WildApricot
- Produced all external and internal organizational communications including a monthly electronic newsletter (Constant Contact), member emails, and social media platform posts
- Planned, organized, and oversaw the annual business meeting and conference for up to 500 attendees
- Worked with the board of directors to realize organizational goals and benchmarks
- Communicated national museum advocacy issues to members and constituents and advocated on behalf of museums to elected officials during Museums Advocacy Day in Washington, D.C.

Associate Director for Collections, Nebraska State Historical Society Lincoln, Nebraska
June 2011-December 2016

- Leadership of Collections Division staff of fifteen to twenty employees in pursuing diverse strategies for the preservation and promotion of the museum, manuscript, photograph, audio/visual, government record, archeological, and library collections
- Oversaw the division budget and planning, represented the division in agency-wide initiatives relating to strategic planning, building renovations, exhibition and collections preservation, historic site management, and agency-wide disaster planning
- Co-Author of Institute for Museum and Library Services *Museums for America* grant that provided over \$70,000 in funding for artifact storage upgrades
- Curation of three temporary exhibits and coordination of exhibit planning project with an outside design firm
- 2016 Supervisor/Manager of the Year

Senior Museum Curator, Nebraska State Historical Society Lincoln, Nebraska
September 2001-May 2011

- Responsible for the management, preservation, and interpretation of the society's artifact collections including public outreach and curation of seventeen temporary exhibitions
- Co-author of *Save America's Treasures* and Institute for Museum and Library Services grants that provided \$219,962 in funding for collection storage and preservation projects
- Responsible for management of museum collection department personnel and development of departmental goals, policies, and procedures
- Interim Director for Museums and Historic Sites Division: May 2004-March 2005

Senior Curator, **Stuhr Museum of the Prairie Pioneer** Grand Island, Nebraska
 May 1999 – August 2001

- Responsible for the management, interpretation, promotion, and preservation of the museum's collection of artifacts and historic structures
- Responsible for developing and implementing a plan to move the collections (approx. 70,000 artifacts) into a new storage facility
- Oversight of Collections and Custodial Department budget and staff

SELECT PROFESSIONAL AFFILIATIONS

Association for Living History, Farm and Agricultural Museums

- President, June 2017-2019 / Vice President, June 2015-June 2017
- Member of Nominating Committee, 2013-2014 / Member of Board of Directors, 2008-2011

Institute for Museum and Library Services

- 2017 / 2019 Museums for America grant program peer reviewer

Nebraska Museums Association

- President, 2001-2002

RELEVANT SKILLS

Microsoft: Word, Excel, Powerpoint

Google: Drive, Docs, Sheets, Forms, Maps, Calendar, Gmail, Workspace

Adobe: Acrobat DC, Premiere Rush

Social media: Facebook, Instagram, Twitter/X, Threads, YouTube

Other: Zoom, Wordpress, Constant Contact, Mail Chimp, Canva, Wild Apricot, Slack, Trello, Pheedloop, PayPal, Stripe, Venmo, Quickbooks, PastPerfect Collections Management Software, WordPress, Bluehost, Sign-Up Genius

EDUCATION

University of Nebraska-Lincoln

M.A. in Museum Studies

Oklahoma State University

B.A. in Art History