

Stephen Evans, Editor/Project Manager

305-D Linden Avenue • Raleigh, NC USA 27601
editorial@ImYourEditor.com • www.anEditorsBlog.com
phone 407-495-4801 • text 832-233-0041

Partial Outline of Publishing Credits, North Carolina Museum of History

- Many of my assigned responsibilities and tasks at the Museum of History revolve around organizing, scheduling, and coordinating the museum's bimonthly calendar of educational programs and public events; these efforts result in production of a print calendar and a variety of online calendars along with text for day-of signage, several e-newsletters, and some marketing collateral.
 - Other assigned projects revolve around serving in the roles of substantive editor, copy editor, project manager, and proofreader, often on teams primarily related to major exhibitions, traveling installations, educational materials, marketing and membership collateral, and online publications.
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Major Exhibitions

When assigned to a team that is tasked with opening an in-house exhibit, I am generally responsible for drafting tentative schedules and adjusting final deadlines and for providing project management direction through the editorial and graphic design phases. As editor on the team, I am responsible for performing initial substantive reviews of draft label content as presented by curators and subject specialists and for working with them to divide label text into appropriate hierarchies and types of labels. As the content evolves, I am then responsible for fact-checking, adjusting reading levels, copy editing, preparing text files for design, proofing label panels after design, and assisting with any tangential labels (directional/instructional and way-finding signage, for example) needed, as well as helping develop any marketing materials the team decides to pursue. Sample exhibit titles and duties in the past few years have included (in alphabetical order)

ROLES:

included scheduling and managing the project as well as performing editorial tasks from concept to completion

Formed, Fired, and Finished: Art Pottery from the James-Farmer Collection

This small, focused exhibit traced influences on the international art pottery industry—contributions made by potters in North Carolina and outside trends and developments that impacted products from the state.

ROLES:

include substantive reviewing, copy editing, and proofing label text; proofing final panels; assisting to identify and develop tangential labels; working with the marketing team on promotional elements

North Carolina and World War I

The museum's major 6,500-square-foot exhibit for 2017–2018 will use story labels, artifact labels, environments, and scripted short films to relate conditions and stories from the Great War. A separate team created a more focused exhibit for one of the regional museums (*Tar Heels in the Trenches: The Great War and the Albemarle*); for this exhibit, my roles included substantive reviewing, fact-checking, and copy editing—the regional museum's own design team oversaw completion of that exhibit.

ROLES:

include providing editorial services—including space edits—for labels and a public database

ROLES:

included editorial tasks from start to finish; later, as the person most familiar with content and intent, I stepped in to lead the project for several weeks

ROLES:

included scheduling and managing the project and providing all editorial services

ROLES:

included all editorial duties from discussion, development, and planning through installation; scheduling the editorial and graphic design phases; managing those processes

ROLES:

included serving on all three exhibit teams as a content contributor and providing all editorial services for each installation

ROLES:

included scheduling and providing all aspects of editing and proofing

North Carolina Sports Hall of Fame

With annual inductions and continuous updates to reflect the current status of inductees, this assignment requires new label text for the exhibit space and the timely addition of screens for the hall's public database; last-minute tribute cases are also needed occasionally .

Rural Revival: Photographs of Home and Preservation of Place

A flat exhibit of photographs and preservation information, this installation promoted homes and landmarks that are being lost to time, in spite of preservation efforts; it also included an audio tour with several stops that were transcribed into a printed booklet to resolve some accessibility issues.

Southern Impressions: Paintings from the James-Farmer Collection

Unique and well-received, this temporary exhibit juxtaposed relevant museum artifacts alongside paintings by artists with Southern connections; it also included a cell-phone tour with several stops.

Starring North Carolina! 100 Years. 3,000 Films.

The museum's major 7,000-square-foot exhibit for 2014–2015 gathered museum artifacts and memorabilia from collections across the country to draw attention to the state's century of association with the film industry. In addition to several hierarchies of print labels, the final exhibit required screen captions, hands-on interactives, and multi-media presentations that all needed some sort of editing and proofing.

“Turn the Radio On”: Carolina Bluegrass; Carolina Bluegrass: Breakdowns and Revivals; and Spreading the Bluegrass Sound

Developed to draw attendees from the International Bluegrass Musicians Association annual convention, these three themed installations ranged in size from a small lobby exhibit to a case exhibit to a panel display that was assembled in a booth at the convention center.

Watergate: Political Scandal & the Presidency

This long-term lobby exhibit recognized North Carolina's—primarily through Senator Sam Ervin's office—ties to the 40th anniversary of the political scandal.

Traveling Installations

Temporary, traveling exhibitions do not always allow editing or proofing of label text but can result in supplemental projects that enforce North Carolina connections; to associate *First Folio!*, for example, the team decided to create a timeline of events that were taking place along our coast in the New World during Shakespeare's time—this timeline went through the process of a major installation but on a smaller scale. In addition to the editorial processes needed in the creation of these supplemental projects, traveling exhibits typically require the creation of educational components and marketing collateral and often require the implementation of production schedules and the use of project management skills. A sampling of recent titles includes (in alphabetical order)

Cedars in the Pine: Lebanese Immigrants in North Carolina
First Folio! The Book That Gave Us Shakespeare
Flying Kites with Delia

For Us the Living: The Civil War Art of Mort Künstler
Photographs by Hugh Morton: An Uncommon Retrospective
Scent of the Pine, You Know How I Feel: North Carolina Art

Educational Materials

The Museum of History takes great pride in the educational materials produced by its staff. These projects are developed, and often produced, in-house and include a variety of products geared toward schoolchildren in 4th, 8th, and 11th grades (when North Carolina students study state geography, history, and political science) and teachers of those grades, general visitors, and targeted audiences. For most of these materials, I help assure reading-level appropriateness, apply instructional design techniques, and serve as substantive reviewer, fact-checker, and copy editor; only occasionally are schedules or proofs needed. Recent major projects have included (in no particular order)

- an African Americans in North Carolina Educator Notebook;
- an American Indians in North Carolina timeline of history;
- Fred's Finds activity sheets for younger visitors;
- docent manuals to assist volunteer tour guides in developing highlights tours;
- training guides for in-gallery touch carts and other docent-led activities;
- pre-visit and post-visit activities for use by teachers and tour guides; and
- scripts for History-in-a-Box kits, which are mailed to teachers across the state.

Marketing and Membership Collateral

The museum has its own marketing section and a separate membership organization—the Associates. In working with these two groups, I copy edit and proof projects ranging from exhibit postcards and event invitations to program notes and activity announcements to event signage, posters, and banners. During 2015, I helped steer development of exhibit-related postcards from one-sided opening announcements to a back side that added value with related educational programs.

Online Publications

As one of the few museum staffers with website management and HTML/XML experience, I began editing text for the museum and membership websites. During several months in early 2016, I became the defacto webmaster. As time allowed, I also managed the museum's blog.

-----Additional Information and Links Available Online-----

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a professional VITA ... <http://aneditorsblog.com/about-2/an-autobiographical-sketch-of-stephen-evans/>
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