

Davis Erin Anderson

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Metropolitan New York Library Council, New York, NY

Assistant Director of Programs and Partnerships, 2019 – 2022

Director of Programs and Partnerships, 2022 – 2023

- Directs a team to produce live and online events, distribute grant funding, and pilot and inculcate new programs as needed
- Manages METRO's online and in-person professional development schedule
 - Plans, produces, moderates, or otherwise facilitates more than fifty events each year for an audience of library and archives staff from around the world
 - Provides direct support for six volunteer-led interest groups
 - Continuously identifies areas for professional development through environmental scanning, focus groups, interviews, and surveys
- Oversees creation and distribution of educational media produced at METRO
 - Directed all aspects of phase two of NYC Digital Safety, including web design, video production, curriculum development, and translation of materials into four languages
 - Works with team to set guidelines and standards for editing the more than one hundred webinars in METRO's online archive
 - Directly edits video on an as-needed basis
- Creates strategy for and directs METRO's communications efforts
 - Keeps members informed of METRO's events, programs, and other initiatives via discussion lists and direct outreach
 - Edits and provides guidance to a team for all public-facing communications, including METRO's Newsletter
- Oversees administrative duties required to ensure smooth operations across program areas
 - Manages an annual program budget of \$80,000, as well as incoming grant funding
 - Supervises the work of two program managers
 - Assists in hiring processes across METRO
 - Successfully writes grant applications to support METRO's new initiatives
 - Recruits, hires, and manages the work of consultants across the above-mentioned program areas

Program Manager – Technology, Culture, and Libraries, 2017 – 2019

- Directed all aspects of phase one of NYC Digital Safety: Privacy & Security
 - Oversaw the development of online and in-person curriculum to teach public library staff about data privacy, reaching over 1,100 staff members
 - Assisted with the development of nycdigitalsafety.org
 - Managed a grant budget of \$165,000
- Designed, developed, and facilitated workshops and symposia
 - Planned, produced, or otherwise facilitated more than fifty events each year
 - Hosted and produced four topical symposia on pressing issues in the library field
 - Planned five annual conferences for 250+ library staff members
- Managed METRO's work for the IMLS / Mozilla Foundation's Web Literacy for Library Staff grant program

Education and Outreach Manager, 2016 – 2017

- Managed all aspects of METRO's workshop production cycle
 - Recruited, onboarded, and aided workshop teachers
 - Engaged in continuous environmental scanning to identify workshop topics
- Facilitated the METRO Meetups volunteer program
 - Provided support for fifteen Meetup groups, at the program's height
- Oversaw communications, including METRO's Newsletter, @mnylc on Twitter, and METRO's discussion list

Community Engagement Manager, 2012 – 2016

- Managed all aspects of METRO's multi-track Annual Conference
- Managed content on metro.org
- Designed and implemented social media policy for Facebook, Twitter and LinkedIn

Boosey & Hawkes, New York, NY

Rental and Licensing Librarian, 2011 – 2012

- Negotiated and executed performance licenses
- Provided reference services to librarians and musicians around the world
- Improved library workflows and processes

Circulating Materials Librarian, 2007 – 2011

- Managed circulating collection of music from Boosey & Hawkes and affiliated companies
- Arranged interlibrary loan for music from international vendors
- Developed records management system and recall procedures for materials in off-site storage
- Proposed and implemented internal SharePoint site

Education

M.S. – Library and Information Science from Pratt Institute

- President of SLA @ Pratt, 2012 – 2013
- Vice President for Communications of SLA @ Pratt, 2011 – 2012
- Vice President of ASIS&T at Pratt, 2010 - 2011

M.M. – Music Performance from Western Michigan University

- President of the Music Graduate Students group, 2004 – 2005

B.M. – Music Performance from University of Wisconsin – Madison

Continuing Education

Learning and Training Development Foundations, Fall 2018

Instructional Design, NYU School of Professional Studies, Fall 2018

Publications

Cracking the Code: The IMLS/Mozilla Web Literacy for Library Staff Project in *Tech for All*, Rowman & Littlefield, 2019

Career Transitions for Librarians: Proven Strategies for Moving to Another Type of Library with Ray Pun Rowman & Littlefield, 2016

Fine-tuning the Institutional Repository: Evaluating the Self-Archiving Behavior of Researchers in Music in *The Serials Librarian*, 2012

An Imperfect Decade: The Culture Wars and the National Endowment for the Arts in *Documents to the People*, 2012

Recent Presentations

In addition to moderating panel discussions, book talks, and other events at METRO, here is a list of presentations I've given for outside organizations.

Workshop instructor, "A Data Privacy Primer" at Nassau Library System, March 2022

Panelist, "Leadership and Community Building in Academic Libraries," ACRL/NY, April 2021

Presenter, "Facilitating and Analyzing Focus Groups," Cornell University, March 2021

Facilitator, "It Takes a Village," Library Assistants and Support Staff Association, March 2021

Panelist, "Virtual Jobs Talk," Asian Pacific American Libraries Association, September 2020

Panelist, "Getting "Hard-to-Count" Immigrant Communities Counted in Census 2020," New York Library Association, November 2019

Presenter, "How the Internet Works," Next Library, June 2019

Moderator, Strategies for Teaching Online Safety and Privacy, Net Inclusion Conference, April 2019

Co-facilitator, "New Web Literacy Resources from Mozilla and Friends," New York Library Association Pre-conference, November 2018

Professional Affiliations

American Library Association, 2012 – present

New York Library Association, 2015 – present

Association for Talent Development, 2017 – 2020

SLA (Special Libraries Association), 2009 – 2015

Awards

SLA NY Mergent Outstanding Member Award (Communications Committee), 2012 J. J. Keller Rising Star Award, 2012

Library Journal Mover & Shaker, 2012

SLA NY Mergent Outstanding Member Award (Website Redesign Committee), 2011