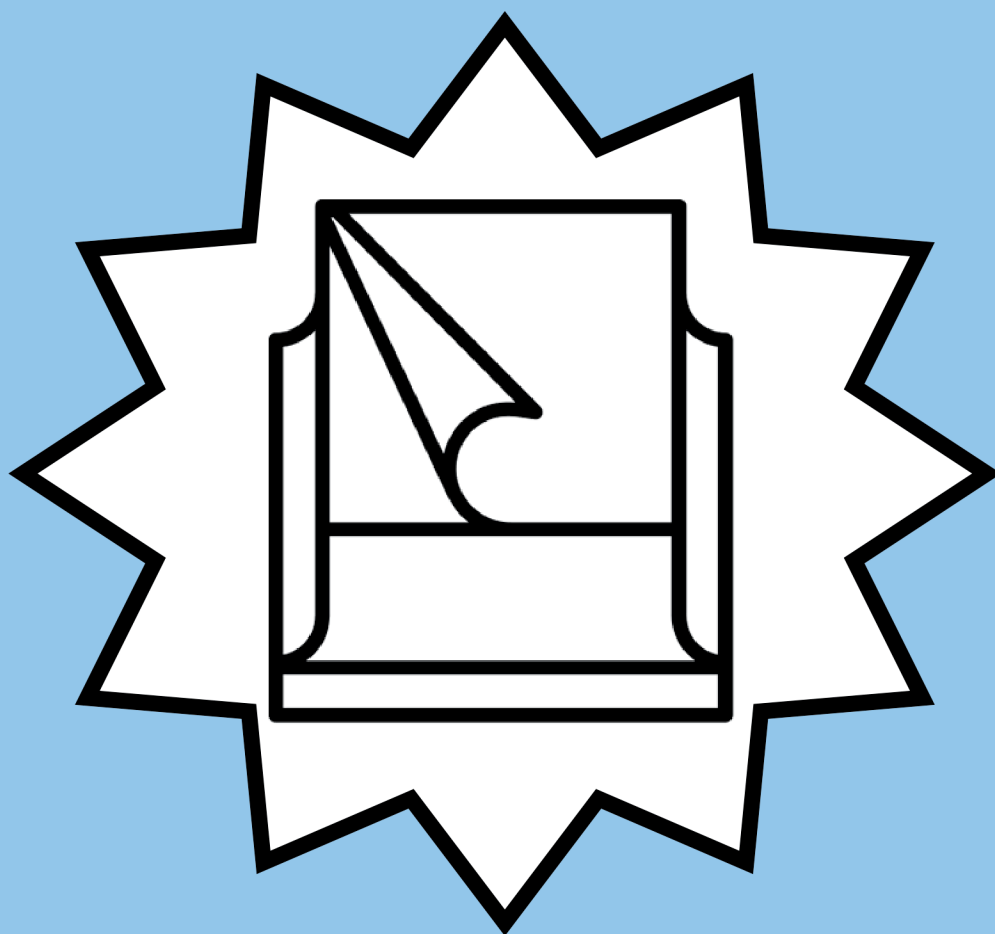


A DAY IN MY LIFE AT MONUMENT LAB

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Museum Studies Fieldwork Seminar



LEARNING OBJECTIVES:

- 1) Increase technical and research skills, aiding in the day to day office and organizational needs of Monument Lab.
- 2) Assist in the Monument Lab mission, learning more about the role of nonprofit organizations within the art world.
- 3) Demonstrate an enhanced understanding of the intersection between social justice issues and public art.

RESPONSIBILITIES:

Technical Proficiency: Proficiency in office-related software and tools, including Google Workspace and CRM platforms.

Inventory Management: Manage hardware, software, and store inventory; research potential vendors to create small databases.

Daily Office Tasks: Provide general assistance with daily office tasks of all varieties.

WHAT I HAVE ACCOMPLISHED:

I go into the office once a week, and each week brings new tasks, allowing me the opportunity to learn from and assist with many different aspects of Monument Lab. Here is a sampling of some of my adventures and accomplishments:

- Created a database of museum gift shops and independent bookstores that could be potential vendors (I found 135!).
- Found and booked a charter bus for a Monument Lab trip to a foundry in upstate New York.
- Mailed an assortment of items, including merchandise, mailings, and collaborator gifts.
- Observed meetings in a couple of departments, including Operations, Project Management, and Finance.
- Worked within the directory, adding new entries and removing duplicates.
- Helped decorate and furnish the new office space.

TAKEAWAYS AND LESSONS LEARNED:

I have really enjoyed working at Monument Lab and am grateful for the opportunity to have learned more about public art and monuments, especially at a nonprofit organization. What I have found most interesting about my time at Monument Lab has been the opportunity to work with the less public-facing aspects of an organization focused on public art.

Without stepping foot in a museum, I have been able to tangibly engage with many of the principles we have discussed in class. Monument Lab is very conscious of the ethical impact of art upon communities, and it has been inspiring to meet some of their artists and collaborators. There are many different ways to be involved, and much that needs to be done!