

Original Message-----

From: Karin Blum <kesblum@gmail.com>

To: Marie Krepelka <mkrepelka@town.arlington.ma.us>

Cc: "Lubar, Suzi" <suzi@lubar.net>, "Elisabeth W. Taylor" <arlingtonculturalcouncil@gmail.com>

Date: Tue, 20 Oct 2015 20:34:20 -0400

Subject: Fwd: Arlington Cultural Council Application

**MEMO**

Date: October 20, 2015

To: Selectmen's Office / Town of Arlington

From: Recording Secretary / Arlington Cultural Council

Re: Appointment of new member to the Arlington Cultural Council

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At its monthly business meeting on October 19, 2015, the Arlington Cultural Council unanimously approved the appointment of a new council member whose first term begins immediately and expires in November 2018.

Lauren Richmond  
4 Menotomy Road, Apt 6  
Arlington MA 02476

A letter and biography has been attached for your reference. Thanks very much for your assistance.

Dear Suzi,

With the next Arlington Cultural Council meeting fast approaching, please find attached my resume and statement for consideration of a position as a member of the Arlington Cultural Council.

Since I moved to Arlington in September 2014, I knew I wanted to become involved locally in the arts. My arts background has prepared me for a role in the Arlington Cultural Council. I graduated from Wellesley College with a degree in art history. While in college, I volunteered and interned at the Museum of Fine Arts, Boston, as well as worked as a student curatorial assistant at the Davis Museum at Wellesley College. I currently hold the position of Coordinator of Lectures, Courses, and Concerts at the Museum of Fine Arts, Boston. In my current role, I have worked directly with artists, experience that would serve me well as a member of the Arlington Cultural Council. While my professional experience is in the visual arts, in my free time, I create music with my acappella group, the Out of Toons.

I hope to join the Arlington Cultural Council because of the unique opportunity to be a part of the grant process and to enable artists to create their work. I also am excited by the opportunity to liaise with artists. I feel that, because of my background, I would be able to bring different perspectives and insights to the Arlington Cultural Council. I would also, in the future, be interested in taking on an officer position on the Council. I am a lifelong admirer of the arts and would be honored to be part of a group that actively advocates for the arts.

Thank you for your consideration, and if you have any questions, please do not hesitate to be in touch.

Best wishes,  
Lauren Richmond

**Lauren Richmond**

lauren.richmond.92@gmail.com

Phone: (908) 907-0386 • 4 Menotomy Road, Apt 6 • Arlington MA 02476

**Education**

*Wellesley College, Wellesley, MA, 2010 - 2014*

B.A. in Art History and Economics with Departmental Honors in Art History. Additional coursework: Film, English, Theater. Overall GPA: 3.44; Economics Major GPA: 3.25; Art History Major GPA: 3.67

**Experience**

**The Museum of Fine Arts, Boston, September 2014-present**

*Coordinator of Lectures, Courses, and Concerts*

- Coordinate with external lecturers and Boston area arts organizations and internal museum departments to ensure successful and organized programs
- Respond to visitor comments and assist them with programs-related questions
- Manage and develop content for @MFABostonMusic Twitter handle
- Assist with event production for lectures, courses, and concerts
- Compile data for statistical reports on revenue, program attendance, and ticket sales
- Track budget for Lectures, Courses, and Concerts department

**The Museum of Fine Arts, Boston, June 2013-August 2013**

*Art of the Americas Department Intern*

- Assisted the Katherine Lane Weems Senior Curator of American Decorative Arts and Sculpture in researching objects in the collection
- Wrote detailed, annotated reports of my research findings
- Supported the department coordinator with administrative duties, including transporting objects throughout the museum, creating and maintaining files, and updating records in the museum object database

**The Davis Museum and Cultural Center in Wellesley, September 2012-December 2013**

*Student Curatorial Assistant*

- Assisted the Kemper Curator of Academic Programs in developing new exhibitions
- Conducted research on acquisitions and wrote acquisition proposals
- Designed marketing materials for museum programming
- Trained other student curatorial assistants on curatorial research and writing

**The Field Museum of Natural History in Chicago, June 2012-August 2012**

*Exhibition Development Intern*

- Wrote label copy and interactive scripts for permanent exhibition, Bird Hall
- Conducted photo research for interactive digital labels for Bird Hall
- Created and implemented visitor evaluation instruments for Restoring Earth exhibit
- Conducted front-end research for an exhibit on biomechanics

**The Museum of Fine Arts, Boston, September 2011-April 2012**

*Visitor Information Specialist*

- Communicated with Museum visitors by answering their questions and giving them directions
- Provided support to the Manager of Member and Visitor Services

**Conferences and Skills**

**Tanner Conference 2012, Presenter, The Life of an Exhibit: From Conception to Evaluation**

**Tanner Conference 2013, Presenter, Furniture, Silver, and Stained Glass: Studying American Decorative Arts at the Museum of Fine Arts, Boston**

**Ruhlman Conference 2014, Presenter, Defining the American Vision: The Whitney Museum of American Art's Role in Changing the Landscape of American Art History**

**Computer Skills:** Microsoft Word, Excel, Powerpoint, Outlook, Flickr, Twitter, Google Docs, The Museum System (TMS), Mimsy. Proficient in Mac and PC. Basic knowledge of Wordpress.

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October 22, 2015

Lauren Richmond  
4 Menotomy Road, Apt. 6  
Arlington, MA 02476

Re: Appointment: Arlington Cultural Council

Dear Ms. Richmond:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, November 9th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr