

MEAGHAN WALSH GERARD

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EXPERIENCE

STAFF WRITER -- (October 2014 - Present)

Savannah State University, Savannah, GA

As part of the marketing and communications team, create content to promote Savannah State University. Craft press releases, search out news items, interview subjects for articles, and curate website content. Coordinate and produce collateral material, write presidential speeches, and assist with major marketing and branding campaigns. Maintain multiple social media streams for the university's three colleges and one school.

BRANCH MANAGER - (May 2014 - October 2014)

Live Oak Public Libraries, Savannah, GA

Responsible for all aspects of Islands Library facility, including the management of the circulation department and the supervision and training of assigned personnel and pages. Oversaw money and transactions, shipment and delivery of materials, and development and programming of events. Assisted customers in locating items and research resources, with basic computer usage, and with matching young readers with materials. Created dynamic displays to increase circulation. Managed collection by tracking damaged items, requesting new acquisitions and transferring duplicate materials. Created publicity/public relations calendars and flyers and kept essential statistics and records. Prepared and completed high-profile move to new branch library location.

MANAGING DIRECTOR - (December 2003 - March 2014)

Lucas Theatre for the Arts, Savannah, GA

Oversaw and managed all aspects of a nonprofit performing arts venue in Savannah's historic downtown, including: handled rental inquiries, quotes, contracts and invoices; calendar coordination with SCAD, outside promoters and community renters; oversaw accounts payable, payroll and budgets; administration of staff schedules; created distinctive season offerings within budget parameters; created and implemented marketing strategies; collaborated with other organizations, to enhance exhibits and offerings; oversaw and maintained a detailed database; house managed special events, premieres, touring shows, theatricals, operas, locally-presented arts performances, conferences, festivals and other high-profile events. Also assisted with management of summer restoration projects. Served as the Interim Executive Director from November 2010.

EDUCATION

Bachelor of Arts, English, cum laude, and Certificate of Fine Arts in Music, May 2003.

Saint Anselm College, Manchester NH

Master of Arts, Cinema Studies, graduated with 4.0, March 2012.

Savannah College of Art and Design, Savannah, GA

Course Highlights: Assistant Teaching: Reading Films, Film Theory, History of Cinema, Creative Writing: Fiction and Poetry, Photography, German, Russian, Paris and NY in the 1920s & 30s.

Academic Writing: Independently conducted major research projects including literature review and analysis, leading to written and verbal presentations. Papers available at mwgerard.com/writing.

Computer Skills: Microsoft Office, File Maker Pro, Scrivener, WordPress and Adobe Creative Suite

WRITING/PUBLICATION/PHOTOGRAPHY

REVIEWER / CRITIC -- (December 2009 - Present)

Maintain a well-researched and thoughtfully written blog of book reviews. Books provided for review by such publishers as Penguin/Viking, HarperCollins, HMH Books, Simon & Schuster, Random House, Picador and others. Available at: <http://mwgerard.com/book-reviews/>.

CONTRIBUTOR - (September 2004 - Present)

Various publications, Savannah, GA, Greenville, SC, & Portsmouth, NH

Savannah Magazine, The South Magazine, Connect Savannah, G-The Magazine of Greenville, Homes of Distinction, Savannah Weddings, Rediscover New England, The Cine-Files Journal, TOWN Magazine Feature writer including articles on Flannery O'Connor's childhood home, pet-friendly Savannah and local events; researched, interviewed and prepared articles for biweekly real estate publication; wrote periodic features on local interest stories, including architectural restorations. Article on library fundraiser was recognized by the national "Geek The Library" campaign. Examples available at <http://mwgerard.com/writing/freelance-work/>.

WEB CONTENT AND SOCIAL MEDIA ASSISTANT – (September 2012 – April 2013)

Live Oak Public Libraries, Savannah, GA

Temporary, Freelance. Worked closely with Public Relations Manager and Development Director to create and post web content for Live Oak Public Libraries website. This included events, author information, branch calendars and more.

PHOTOGRAPHER – (Various)

Lulu's Chocolate Bar, Savannah, GA - Solo exhibition.

Savannah Music Festival, Savannah, GA - Work appeared on cover of competition materials.

Deep Magazine, Savannah, GA - Work appeared in conjunction with feature article.

Chapel Arts Center, Saint Anselm College, Manchester NH - Eight works chosen by an artist jury from a pool of 200+ entries to be shown in the student art show featuring 80 selected works.

PUBLIC LEADERSHIP

MUNICIPAL LIAISON - (Present)

National Novel Writing Month a.k.a NaNoWriMo

Appointed by the international nonprofit to be responsible for promoting and encouraging writing during NaNoWriMo in the Savannah area by creating and hosting writing events, responding to every email from local writers and from NaNo HQ, and raising the visibility of the organization's mission.

COMMUNITY OUTREACH ADVOCATE - (October 2012 - Present)

Crossroads Writers Conference, Macon, GA & Akron, OH

Crossroads is an annual conference in Macon, GA that brings together professional writers, amateur writers and literary enthusiasts for a weekend of panels, workshops, and fun. Works with founder and board member to identify potential speakers, authors, attendees, and sponsors for annual Crossroads Writers Conference. Assists with occasional website content and social media outreach.

WRITING FELLOW – (Fall/Winter 2013)

Deep Kids, Savannah GA

Assigned to a workshop of 12-14 middle grades (6-8) students at a Savannah public school; Planned, prepped, and led 11 weekly 75-minute workshops; helped Savannah's young people write and share their stories.

INSTRUCTOR – (Spring 2013)

The Learning Center at Senior Citizens, Inc., Savannah GA

Recruited to teach an 8-week course on the American expatriate literary figures in Paris during the 1920s.

ADVISORY POSITIONS – (Various)

Savannah, GA.

Member of the Johnny Mercer Centennial Committee. Offered advice to the Savannah Choral Society during their search for a new artistic director. Assisted the fledgling Tybee Post Theater with concerns about operating a historic venue, as well as producing fundraising events. Worked as part of the Visibility Team for the Savannah Book Festival.

PICNIC IN THE PARK COORDINATOR – (2005 - 2009 inclusive)

Savannah, GA

Worked closely with the City of Savannah's Department of Cultural Affairs as well as local music organizations to produce a perennial outdoor event, free and open to the public. Collected donated prizes, arranged judges, and managed all aspects of the picnic decoration contest.

FEATURED ARTIST/PERFORMER/LEADER - (Fall 1999 - Spring 2003)

Saint Anselm College, Manchester, NH

Performed National Anthem at various ceremonies. President and vocalist of a small jazz ensemble. Co-founder, president and active member of an *a cappella* singing group. Served as president and active member of the Anselmian Music Society. Contributor to newspaper *The Saint Anselm Crier*. Served as a core member and show host of Radio Flyers, an on-campus radio station. Student worker for the Chapel Arts Center.