

**Kayleigh Stack (SHE/HER)**  
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New York

## PROFILE

I have 10+ years of experience as an oral historian, performance curator, researcher, and community leader and care deeply about working with companies, organizations, and institutions that recruit the arts to generate meaningful dialogue. I have extensive experience in strategic communication, seeing projects from their infancy to full development, often working collaboratively leading both small and large teams. I am a “people person” through-and-through and known for making authentic connections with whomever I encounter. Additionally, I have a penchant for detail and excel at drawing out the essentials within nuanced conversations and research to craft emotionally rich stories for reaching a diverse audience. At the heart of my work, whether it be as a director, administrator, researcher, or artist, is my passion and trust in the transformative power of storytelling. Full bio: <http://oralhistory.columbia.edu/current-student-bios/kayleigh-stack> and past projects: <https://www.thecommunitystorytellingcompositionproject.com>

## EDUCATION

**Columbia University**, New York  
M.A. Oral History | 2021-2022

**Pacific College of Oriental Medicine**, New York  
M.S. Traditional Chinese Medicine | 2016-2020

**SUNY New Paltz**, New York  
Post-Baccalaureate Anthropology | 2010

**CUNY Hunter**, New York  
B.A. Sociology & Minor in Psychology | 2005-2009

## NONPROFIT MANAGEMENT & ADMINISTRATION

Zen Peacemakers International, New York

**Network Director of International Social Justice Nonprofit** | 2019-2020

- Managed international operations and strategies for the multi-faith, multinational non-profit that connects, inspires, supports, and trains Peacemakers throughout the world who carry out social action.
- Oversaw the operations and workflow to support ongoing recruitment, retention, and facilitation amongst our members and affiliate centers.
- Organized and facilitated online public programming, including panel discussions, workshops, book launches, and virtual training with high profile celebrities, artists, thought leaders, and scholars.
- Carried out operational plan on behalf of Board of Directors, drafting and presenting post-retreat and annual end-of-year reports.
- Calculated and reported on monthly KPIs.
- Built out our website’s spring and fall fundraising campaigns and email blasts.
- Drafted emotionally rich email campaigns, weekly newsletters, and social media posts.
- Managed the member relations from first contact to post-program follow-ups.
- Managed our online journal submissions via Wordpress.

LEIMAY, New York

**Program Manager of multidisciplinary contemporary performance space | 2019-2020**

- Supported LEIMAY's year-long artist fellowship and partnership programming with the New York Restoration Project to bring contemporary dance throughout New York City's green spaces.
- Developed compelling narrative-based communication strategies highlighting the integral place art has in a city's ecosystem.
- Conducted fellowship interviews and auditions.
- Managed the content, communication, social media, newsletters, and fundraising for the foundation throughout the year.
- Maintained all social media accounts including Facebook, Instagram, and LinkedIn.
- Worked with Artistic Director to provide editorial support for article submissions to The Routledge Companion.
- Drafted organization's response statement to national and international crisis.

Rückbau Technology Consulting Firm, California

**Executive Assistant and Culture Blog Writer | 2014-2015**

- Carefully crafted, tailored, and edited content for technology and culture blog.
- Provided all back-end administrative support including meeting scheduling for Executive director, making cold calls to potential clients, drafting emails for partner companies, and fielding all communication with current clients.
- Wrote company and client websites copywriting.
- Frequent networking events to build our client database.

**RESEARCH POSITIONS:**

Smithsonian Institution, Washington, DC

**Editorial & Research Intern for Visual Anthropologist | 2011 (11 month project)**

- Edited forthcoming publication on the history of the Society of Visual Anthropology (SVA) visual research conferences.
- Conducted extensive research for a museum exhibit.
- Carried out research at the Library of Congress, National Archives and Records Administration, and National Anthropological Archives.

Docnography, New York

**Ethnographic Editorial & Production Assistant | 2010-2011**

- Contributed to pre-production research as well as supported the in-person and remote interviews with our client's target demographics.
- Coordinated interviews with our client's users.
- Provided video production support, as well as the post-production transcribing, editing, and indexing of interviews.

Huguenot Historical Society, New York

**Historical Editorial & Research Assistant | 2010**

- Conducted extensive research on the historical houses of Huguenot street to author a 25-page pamphlet for a 2010 walking tour of the Estate's houses.

**ORAL HISTORY & STORYTELLING PROJECTS:**

Tucson Meet Yourself/ University of Arizona, Arizona

**Oral History Audit-Editor | 2021-2022**

An oral history project to gather the stories of the festival's artists to understand the long-term impact the event had on their lives and careers.

- Designed and implemented project blueprint strategy, detailing specific goals, purpose, methodology, and approach, as well as drafted all outreach materials.
- Interviewed and recorded personal stories from festival artists to conduct a longitudinal study to understand the impact the event had on their lives and careers.
- Provided project deliverables in the form of edited audio files, abstract summaries, interview indexes, and metadata of each artist.
- Worked with University on long-term archiving plan and material accessibility.

Artis, New York

**Oral History Audit-Editor** | 2021

An oral history project collecting Israeli artist's life histories, currently based in the U.S.

- Interviewed, recorded, and transcribed artist interviews.
- Provided project deliverables in the form of edited audio file, abstract summaries, interview indexes, and metadata.
- Drafted outreach materials involving project invitations.
- Worked with the organization to find relevant and meaningful public archives to exhibit the work in 2023.

Obama Presidency Oral History Project, New York

**Audit-Editor** | 2021

A partnership between Columbia Oral History Archives and the Obama Foundation to conduct an oral history of the Obama Presidency.

- Provided audit-editing, ensuring transcription accuracy to audio/video.
- Conducted extensive research of fact-checks on all transcripts.
- Indexed and coded each interview.

Black Curators Matter Project/ Mellon Foundation Project, New York

**Audit-Editor** | 2021

An oral history project that sought to foster intergenerational dialogue between Black curators.

- Oversaw workflow communication between administrative and archival staff, interviewers, participants, and transcription vendors.
- Provided backend support for interview recording and transcript review.
- Worked with high profile artists within the New York City arts scene.

The Community Storytelling Composition Project/ Multiple Cities

**Co-founder/Curator** | 2013-2021 | <https://www.thecommunitystorytellingcompositionproject.com>

An oral history performance project that collects socially relevant stories to be shared in open access performance venues.

- Created large-scale multimodal oral history performance installations on relevant social issues, amplifying underrepresented narratives.
- Orchestrated space in both private and group settings for people to share and record audios of poignant histories oriented around critical social, political, and personal stories.
- Collaborated and built relationships with a wide range of funders, artists, movement leaders, and community members with different ideological and cultural backgrounds.
- Lead the interviewing, audio recording, and audio-editing for each project.

**OTHER**

Traveling Teaching Artist, Various Venues

**Theater and Circus Artist** | 2012-2015

- Traveling teaching artist instructing theater-making, devising, circus arts, and physical theater to

all ages.

- Facilitated large-scale biannual stilt walking events for Google's "Employee's Day Out" in San Francisco, CA.
- Led workshops, classes, and privates at The San Francisco Circus Center, Kinetic Arts Center, Athletic Playground, Synapsis Arts Space, Trajectory (center for neurodiversity,) and Frequent Flyers Productions.
- Managed small and large production teams from their infancy to full development.

**SPECIALTIES:**

- Adept public speaker, who knows how to draw excitement from a crowd.
- Cross-cultural sensitivity, with extensive training in speaking within diverse communities.