Dorinda Macaluso Hilbun

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SUMMARY OF QUALIFICATIONS: Obtained a **Bachelor of Arts** degree from Louisiana State University majoring in Liberal Arts with a concentration in Art History and minor in Italian. More than **35 years cumulative experience in management** and **marketing** and **six years experience in the museum field** culminating in the following proficiencies:

Curatorial:

- Museum- Registered new acquisitions and loans to the collection for the Old Governor's Mansion. Maintained inventory and cataloging of the collection. Supervised the preservation and maintenance of the historic building. Provided support to the docents and staff.
- Historic grounds & museum- Supervised a staff of thirteen and contract employees on a daily basis to maintain and secure four historical structuresgrounds, furniture, decorative arts, and educational collection at Magnolia Mound Plantation. Supervised cataloguing, research, inventory, record keeping, interpretation of collections, as well as volunteer docent development, training and recognition.

Management:

 Museum- Achieved a highly responsible position as a caretaker and public educator of Magnolia-Mound Plantation, a historic house museum. Served as principal administrator and manager of the AAM accredited museum, prepared yearly budgets, staffing, and a program development directed toward the preservation and promotion of the historic site.

Public/Community Relations:

- Museum public relations- Performed program development including but not limited to activities such as special events, educational interpretive programs, corporate events, day camps, and acted as liaison with special committees related to Magnolia Mound Plantation. Supervised plans for and interaction with various media representatives including print, TV, and radio
- Museum community relations- Acted as community liaison by initiating personal
 contacts and made speeches to community leaders, organizations and groups in
 the community for development of patronage and utilization of Magnolia Mound



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WORK HISTORY:

Louisiana Old Governor's Mansion	Docent	2014-2016
Mobile Museum of Art	Education Docent	2010-2014
UMS Wright Mobile, AL	Substitute Teacher	2010-2014
Dandridge Memorial Library	Substitute Librarian;	2006-2010
	Summer Reading Program	
	Coordinator	
Jefferson County Schools	Substitute Teacher	2006-2010
BREC's Magnolia Mound Plantation	Director	2000-2005
Foundation for Historical Louisiana	Curator/Registrar	1999-2000
Telecommunications Companies	Analyst Manager	1964-1996

EDUCATION:

Continuing Education- Attended numerous management workshops, conferences, and seminars.

- Museum Management- Winedale Seminar; Jekyll Island Management Institute; AASLH, Historic House Museum Issues and Operations
- Corporate Management- Bell South Management Schools and Seminars
- Project Management- L.S.U.
- CPTP Supervisor Training- State of Louisiana
- Praxis Elementary School Test

Louisiana State University

B.A.-Liberal Arts:

1999

Art History & Italian

PROFESSIONAL MEMBERSHIPS:

- Louisiana Association of Museums
- Southeastern Museum Conference
- Kiwanis
- American Association of Museums
- Dandridge Ministerial Association