

Zechariah (Zeke) Smith

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PROFESSIONAL SUMMARY

Detail oriented creative storyteller and archival studies graduate with hands-on experience in museum collections management, institutional operations, public service, film production, narrative development, archival research, interactive storytelling, and collaborative creative environments. Experienced in cataloging, archival processing, exhibition support and production, records management, film writing and directing, historical research, project and content development, visual storytelling, video production workflows, collaboration, and creative problem-solving within a fast-paced environment. Strong background in organizational management, operational support, visitor services, and collaborative problem-solving. Dedicated to supporting accessible and informative resources for important stories and causes.

EXPERIENCE

Museum of the White Mountains | Plymouth, NH | October 2024 – May 2026

Assistant Curator / Assistant Collections Manager / Desk Attendant

- Maintained, updated, and standardized hundreds of institutional and collections records using CatalogIt database software.
- Independently processed and cataloged acquisitions into the museum's permanent collection while ensuring adherence to institutional documentation procedures and archival standards.
- Assisted with exhibition preparation, exhibition label writing, and collections research for both traveling and in-house exhibitions.
- Responded to public research requests and supported visitor engagement through professional front desk and public-facing service.
- Supervised, trained, and coordinated student desk attendants and part-time volunteers to maintain smooth daily operations and consistent visitor support.
- Assisted with scheduling coordination, shift coverage, and operational support in a small institutional environment requiring flexibility and collaboration.
- Developed collections handling and procedural documentation to improve consistency in collections processing and staff training.
- Participated in a comprehensive inventory and reorganization of permanent collection storage facilities to improve accessibility, preservation practices, and storage efficiency.
- Monitored and maintained collections storage spaces across multiple campus locations to support preservation and institutional security.
- Collaborated with museum leadership and staff on administrative operations, public programming support, institutional organization, and day-to-day operational problem-solving.

FILM & MEDIA EXPERIENCE

Colorado Film School | Aurora, CO | 2018 - 2021

Film Production, Writing & Directing Projects

- Pitched, wrote, and directed multiple short film productions with crews of varying sizes across studio and on-location environments.
- Collaborated with peers in fast-paced production settings involving scheduling, creative coordination, and technical problem-solving.
- Developed narrative scripts, visual concepts, shot planning, and production materials for film projects.
- Worked with professional production expectations through interaction with visiting and out-of-state production companies.
- Studied narrative structure, visual storytelling, directing techniques, and collaborative media production workflows.

EDUCATION

Plymouth State University | Plymouth, NH | 2024 - 2026

Bachelor of Science in Interdisciplinary Studies (Archival Science)

Honors:

- President's List (2024, 2025)

Notable Projects:

- "Moments of Emptiness:" Anti-capitalism in the Feature Films of James Benning
- "The Importance of a Varied Environment:" Understanding Retrospective Readings of *Doctor Who's Invasion of the Dinosaurs*
- The Impact of Effective Rhetoric in Uncle Tom's Cabin
- "Reclaiming" the Cannibal: Aime Cesaire's *Une Tempete*
- An Obstinate Death: Marcela's Rhetoric in Cervantes' *Don Quixote*
- Nabokov's *Signs and Symbols*, Borges' *Library of Babel*, and Identity Creation
- **PYCOLOG Short Film Script / Storyboard / Animatic**
 - Developed a short film from concept and research to screenplay and animatic based on historical material found in local museum's collection. (See animatic at ZechariahPaulSmith.com/pycolog)

Community College of Aurora / Colorado Film School | Aurora, CO | 2018 - 2021

Associate of Applied Science in Film & Video Media Writing and Direction

Honors:

- Dean's List (2020)
- Vice President's List (2019, 2021)

Notable Projects:

- *In Retrospect* – Writer / Director / Co-Editor
- *Operator* – Writer / Director

CORE SKILLS

Archives, Libraries & Collections

Collections Management, Archival Processing, Cataloging & Metadata, Records Management, Collection Preservation, Exhibition Preparations, Research Assistance, Institutional Documentation, Public Service & Visitor Support

Operations & Administration

Staff Supervision & Training, Scheduling Coordination, Front Desk Operations, Organizational Management, Administrative Support, Operational Problem-Solving, Team Collaboration, Process Standardization

Technical & Digital Tools

CatalogIt, Microsoft Office Suite, Google Workspace, WordPress, Drupal, Adobe Creative Suite, Blender, Davinci Resolve, Sony Vegas, Final Cut Pro, Trelby, Final Draft, Fade In, Twine, Articy, yWriter, Cubase, Open Broadcasting Software

Programming & Creative Technology

GDScript, GameMaker Language (GML), HTML/CSS, Basic C++, Basic Java, Godot Engine, GameMaker

ADDITIONAL EXPERIENCE & ACCOMPLISHMENTS

CyberPatriot Competitor | 2014 - 2018

- Assisted in identifying and securing vulnerable systems during high-pressure cybersecurity competitions.

- Contributed to team placement within the top 1.65% of teams in North America.
- Developed teamwork, analytical thinking, and technical troubleshooting skills in deadline-driven environments.

People to People Student Ambassador - England & France | 2012

- Participated in international cultural exchange and leadership development program focused on communication and global engagement.

REFERENCES

Available upon request.