

# MARGARET MERTZ

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## EDUCATION

**University of Cambridge King's College | MPhil in Film and Screen Studies**  
Distinction

**Carnegie Mellon University | BA in Global Studies-History and Creative Writing**  
University Honors                      Minors in Film, Animation, and Special Effects

## RELEVANT EXPERIENCE

### ACADEMY OF MOTION PICTURE ARTS AND SCIENCES

#### Cultural Equity and Inclusion Project Manager (January 2024 - Present)

- Managed a six-person team for a diversity initiative, successfully securing \$600,000 in grant funding and coordinating working groups among consortium members from seven major film institutions across the U.S., including the LOC and AFI.
- Enhanced the accessibility of the Academy Film Archive collections through identity-centered metadata, conducting extensive independent research and expanding records to encompass the intersections of ability, ethnicity, gender, race, sexual orientation, and other social and cultural identities.
- Researched, designed, and implemented a culturally responsive controlled vocabulary metadata schema, integrating recent developments in digital taxonomies with current best practices in reparative archival descriptions.
- Collaborated with the cataloging, preservation, and public access departments to identify critical gaps in archival holdings and devise a strategic plan for diversifying the collection.
- Worked with the oral histories, social media, curatorial, and public programming departments to highlight and showcase underrepresented films and filmmakers.
- Coordinated working groups to redesign the project methodology, research an API strategy, and incorporate unique identifiers from EIDR and TMDb to streamline and automate steps in the data collection and review process.
- Led a comprehensive multi-phase data cleaning project, de-duping 38,000 records, reformatting the remaining 15,000, and standardizing the final citation metadata.

#### Cultural Equity and Inclusion Project Specialist (June 2021 - December 2023)

- Wrote presentations, reports, and speeches; scheduled conferences and travel; and organized the calendar and communications for the In Frame project and the office of the Executive Vice President of the Library, Archive, and SciTech Council.
- Researched and drafted cover copy for internal and external reports related to cultural equity, accessibility, inclusion, and diversity.

#### Additional Awards Season Responsibilities (2022-Present)

- Worked with the check-in, talent relations, and the accessibility teams for the Governor's Awards, the Oscar Nominee Luncheon, and the red carpet and winner's walk at the Academy Awards.
- Coordinated the submission and check-in processes for the Scientific and Technical Awards, reviewing nominations and clip packages, assisting with talent arrivals, and managing a twelve-person check-in team.

## WOMEN OF CAMBRIDGE ORAL HISTORIES PROJECT

### Multi-Media and Research Assistant (October 2019- June 2021)

- Recorded and edited multi-camera video packages from a women's research symposium, standardizing video and audio formats, and transcribing discussions for a digital archive.
- Designed promotional materials, coordinated check-in, and facilitated communication between interviewees, the events team, and the lead oral historian.

## KING'S COLLEGE GRADUATE SOCIETY

### Web Designer and International Officer (December 2019- October 2020)

- Designed and developed a mobile-responsive website for the graduate society at [KCGS.org.uk](http://KCGS.org.uk) using HTML, JavaScript, and CSS.
- Created a 50+ page interactive guide to assist incoming international students with visa applications, bank transfers, housing, and adjusting to life in the UK.

## TECHNOLOGY CONSULTING IN THE GLOBAL COMMUNITY

### Marketing and Communications Assistant (May 2019 - September 2019)

- Devised and implemented a new media strategy that increased student applications by 200%, including a redesign of the non-profit's website at [TCinGC.org](http://TCinGC.org).
- Designed digital and print materials, including presentations, brochures, booklets, pins, and stickers, for current and prospective donors, students, consultants, and parents.

## CARNEGIE MELLON UNIVERSITY FILM LIBRARY

### Film Collections Archive Assistant (January 2017 - August 2019)

- Researched materials to expand collections, organized existing holdings and new acquisitions, and created records for the internal library database.

## RESEARCH & PUBLICATIONS

### Gender-Bender Manga: Performance, Perception, and Narratives of Subversion

Peer Reviewed Publication in MAI: Feminism & Visual Culture | March 30, 2023

Special Issue: *Embodying Feminist Discourse in Comics & Graphic Novels*

### Art, Desire, and the Female Gaze: Reframing Spectatorship in Historical Narratives

MPhil Dissertation | Distinction

### Female Friendship as Political Resistance: *Thelma & Louise* and *4 months, 3 weeks, and 2 days*

BA Senior Honor's Thesis | Honors

### Momoka Studios: Student Film Research Collective (May 2016 - August 2019)

- Founded a student film collective to train female film students in technical aspects of production, collaborate on diversity-focused projects, and research systemic inequities in on-screen and behind-the-scenes representation, presenting findings at two symposiums.
- Secured \$10,250 in grant funding to write, produce, direct, and edit six student film projects, including four narrative shorts and two documentaries.

## TECHNICAL SKILLS

**Metadata Management:** Airtable, Axiell, Microsoft Excel, Google Suite, Tableau

**Programming Languages:** HTML, CSS, Javascript, p5.js, Python

**Graphic Design:** Adobe InDesign, Illustrator, Photoshop, Canva, Autodesk Maya

**Web Design:** Twitter Bootstrap, jQuery, Wix, SquareSpace, Wordpress

**Video + Film:** Final Cut Pro, Adobe Premiere, After Effects, DaVinci Resolve

**Language:** Intermediate proficiency in Spanish (B1)