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City of Richmond
Hiring Department
900 East Broad Street
Richmond, VA 23219

Dear Director Firestine,

Public history has been the focal point of my career for many years now, and nothing brings me more joy. Before my current career in the library's Special Collections, I spent several years as the assistant to the city archaeologist in the City of St. Augustine's Archaeology Department where I was able to blend my love for archaeology with the joy it brought to engage with the public and share my passion for the history we uncovered every day. Part of my responsibility was training and management of an extensive team of over twenty volunteers of all ages and backgrounds, and preparation of signage and exhibitions of our city's history, one of which won an award from the State of Florida's Historic Preservation Department.

For more than six years I have been the sole county archivist for Putnam County, Florida and in that time I have managed teams of volunteers, assisted with most aspects of library management from budget preparation to programming, and served as the social media marketer and graphic designer. While managing my time carefully between assisting patrons with both the regular and special collections, I also upheld library policies to the utmost professionalism while supervising and directing both staff and volunteers and assisting patrons and visitors with regular and special collections inquiries.

I have designed and organized numerous events for the public from general library programming (Makerspace, teen, and adult) to genealogy and archival interest events, many of which were coordinated with the local historical society of which I have been honored to serve on the board of directors for eight years, five of which were on the executive board. Between all these duties I have begun the digitization process for the Putnam County Archives' extensive collection of original manuscripts and trained several volunteers on the digitization equipment and guidelines.

During my time at the Putnam County Library System I have written, secured, and managed more than \$700,000 across multiple grants at the regional, state, and federal level. I have assisted with collection development and managed the historic artifacts and archival collections both at the public library and at the local historical society's museums and worked extensively with local government to manage large-scale events such as the St. Johns River Bartram Frolic and the Occupation of Palatka, events which draw in entire grades of schools (second and fourth, respectively) for field trips from nearly every school in the county. I am also well-versed in public media interviews for magazines, newspapers, television, and radio.

I look forward to being able to schedule an interview with you for the position of the main library's senior librarian of special collections at your earliest convenience.

Sincerely yours,

Mischa Johns