

ELLEN HIRZY

Editor & Writer

SERVICES

Writing—An informed, objective approach that helps organizations communicate clearly and convincingly

- *Inquiry*—Listening to the organization's needs, facilitating collective thinking, and suggesting approaches
- *Research*—Gathering information to strengthen communication
- *Writing*—Expressing ideas and information in the organization's voice

Editing—Writer-editor collaboration and coaching, with the reader's needs in mind

- *Developmental editing*—A comprehensive assessment of content and presentation that involves reorganization, substantive revision, and writing new content
- *Manuscript editing*—A basic review of organization, presentation, tone, and writing mechanics
- *Editorial management*—Start-to-finish involvement in publishing projects

PRODUCTS

Annual reports, books, planning documents, policy and position papers, professional handbooks, brochures, periodicals, conference and symposium summaries, development and fund-raising materials, education and exhibition materials, catalogues, Web content

CURRENT PROJECT HIGHLIGHTS

- As a consultant to the [National Guild for Community Arts Education](#), I developed the online Community Arts Education Resource center, which will launch in early 2010.
- [BoardSource](#) involves me as an editor on projects that require intensive collaboration with authors, including *Culture of Inquiry: Healthy Debate in the Boardroom* and *Getting the Best from Your Board: An Executive's Guide to a Successful Partnership*.
- For the [Dallas Museum of Art](#), I am writing a book with director Bonnie Pitman about the museum's commitment to ongoing audience research and new programs and practices that enhance the visitor experience.
- As a writer and research associate with MEM & Associates, I worked with the Smithsonian's [National Museum of Natural History](#) to reinvigorate the volunteer program through new approaches, systems, and programs.
- For [College Summit](#), I volunteered as a writing coach, working with five high school seniors in a three-day workshop to build their confidence in writing, practice new writing strategies, and guide them in creating personal statements for their college application portfolios.

SELECTED WRITING PROJECTS

[American Association of Museums](#)

New Forums: Art Museums and Communities (with Bonnie Pitman)

Mastering Civic Engagement: A Challenge to Museums

- “Museums & Community Initiative: Community Dialogues”
A Higher Standard: The Museum Accreditation Handbook
Excellence and Equity: Education and the Public Dimension of Museums
Museums for a New Century
- [American Association for Museum Volunteers](#)
Transforming Museum Volunteering: A Practical Guide to Engaging 21st-Century Volunteers
- [Americans for the Arts](#)
 Annual reports, 2002–present
- American Symphony Orchestra League
Selecting and Working with the Music Director
The Orchestra Board-Executive Connection
A Guide to Orchestra Governance
- Capital Children’s Museum/National Children’s Museum
 Capital Children’s Museum Commemorative Report, 2004
 Capital Children’s Museum Annual Report, 2003
- [Chorus America](#)
*Conductors Count: What Chorus Boards, Music Directors, and Administrators
 Need To Know*
- [Dallas Museum of Art](#)
Igniting the Power of Art: The Dallas Museum of Art Framework for Engaging with Art (with Bonnie Pitman)
 Annual report 2007–2008
- [Heritage Preservation](#)
 “Outwitting Time,” ghostwritten article for *Worth* magazine, August 2006 issue, on the Heritage Health Index
- Institute of Museum and Library Services
To Listen and to Lead: A Blueprint for the Future
True Needs, True Partners: Museums and Schools Transforming Education
- [National Guild for Community Arts Education](#)
 Community Arts Education Resource Center (website)
- National Museum of Natural History/MEM & Associates
 Consulting project to revitalize and create new systems for the volunteer program
- Pew Charitable Trusts, *Trust* magazine
[“Art Museums in Transformation”](#) (with Bonnie Pitman), Fall 2004 issue
- Save Outdoor Sculpture!
[“Selecting a Conservator”](#)
Establish Your Adopt-a-Sculpture Program
 “Water, Water, Everywhere: Fountains Present Conservation Challenges”

SELECTED EDITING PROJECTS

- [American Association of Museums](#)
 Handbook for working with independent professionals (with The Museum Group, in progress)
A Museum Guide to Copyright and Trademark
New Visions: Tools for Change in Museums
Museums in the Life of a City: Strategies for Community Partnerships

American Institute for Conservation
 Copyeditor, *AIC Journal* (1990s); editor, miscellaneous brochures

Americans for the Arts
Arts & Economic Prosperity III

BoardSource (National Center for Nonprofit Boards)
The BoardSource Guide to Governance (Jossey-Bass, in progress)
[*The Nonprofit Board's Role in Mission, Planning, and Evaluation*](#)
[*Moving Beyond Founder's Syndrome to Nonprofit Success*](#)
[*Culture of Inquiry: Healthy Debate in the Boardroom*](#)
[*The Board Chair Handbook*](#), second edition
[*Getting the Best from Your Board: An Executive's Guide to a Successful Partnership*](#)
[*Generating Buzz: Strategic Communications and the Nonprofit Board*](#)
[*Nonprofit Governance: Steering Your Organization with Authority and Accountability*](#)
The Nonprofit Board Answer Book, first edition
Building Board Diversity

Heritage Preservation
[*Capitalize on Collections Care: Generate New Contributions, Increase Support, Foster New Audiences*](#)

Museum Education Roundtable
Journal of Museum Education (three issues/year)
Transforming Practice: Selections from the Journal of Museum Education, 1992–1999
Patterns in Practice: Selections from the Journal of Museum Education

Museum Trustee Association
Strategic Thinking and Planning
Executive Transitions
The Leadership Partnership
Building Museum Boards

[National Association of College and University Business Officers](#)
Boldly Sustainable: Hope and Opportunity for Higher Education in the Age of Climate Change
Excellence in Higher Education 2003–2004: A Baldrige-Based Guide to Organizational Assessment, Improvement, and Leadership
Student Financial Services
The Business Case for Renewable Energy: A Guide for Colleges and Universities
The Small College Guide to Financial Health: Beating the Odds

National Association of Industrial and Office Properties
Developing Green: Strategies for Success

[National Gallery of Art](#)
French Painting from the 15th through 18th Century (volume in the systematic catalogue series)
National Gallery of Art Bulletin
Frederic Edwin Church
Studies in the History of Art (two volumes)

[National Guild of Community Schools of the Arts](#)
[*Creativity Matters: The Arts & Aging Toolkit*](#)

The Phillips Collection
Impressionists in Winter
Twentieth-Century Still-Life Paintings from The Phillips Collection

Jacob Lawrence: The Migration Series
Augustus Vincent Tack: Landscape of the Spirit
Nicholas de Stael

Smithsonian Institution
Smithsonian Year (annual report)

SELECTED CLIENTS, 1986–2009

Advisory Council on Historic Preservation
American Association of Museums
American Association for Museum Volunteers
Americans for the Arts
American Institute for Conservation
American Symphony Orchestra League
BoardSource
Building Hope
Capital Children's Museum
Chorus America
ColburnHouse Publishing & Marketing
Dallas Museum of Art
Encarta Encyclopedia, Microsoft Corporation
Freer & Sackler Galleries, Smithsonian Institution
Getty Information Institute
Heritage Preservation
Hirshhorn Museum and Sculpture Garden
Independent Sector
Institute of Museum & Library Services
MEM & Associates
Museum Education Roundtable
Museum Trustee Association
National Air & Space Museum
National Association of College and University Business Officers
National Association of Industrial and Office Parks
National Gallery of Art
National Guild of Community Schools of the Arts
National Museum of American History
National Museum of Natural History
Parks & History Association
Pew Charitable Trusts, Program for Art Museums & Communities
The Phillips Collection
Save Outdoor Sculpture!, Heritage Preservation, Inc.
Smithsonian Institution: Office of Education, Office of Equal Employment & Minority Affairs, Office of
Public Affairs, Office of Policy & Analysis
United States Holocaust Memorial Museum
Wolf, Keens, and Company

OTHER EXPERIENCE

Before establishing my business in 1986, I held several senior management and editorial positions, including:

- Director, publications department; editor and associate editor, *Museum News*, American Association of Museums
- Project director and principal writer, *Museums for a New Century*, published by AAM
- Editorial positions at *The New Republic* magazine and the American Association of University Women

PROFESSIONAL MEMBERSHIPS

[The Museum Group](#)

American Association of Museums

American Independent Writers

BoardSource

Women's National Book Association

EDUCATION

B.A., Mount Holyoke College (English literature)