

W. Morgan Smith

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Education

Columbia University, New York City

Graduate School of Architecture, Planning and Preservation
Master of Science in Historic Preservation, Planning Sector — May 1995

Vassar College, Poughkeepsie, New York

Bachelor of Arts, Psychology — May 1989

Work Experience

Conservancy for Historic Battery Park, New York City

The Conservancy for Historic Battery Park is a partner to City of New York/Parks & Recreation and the National Park Service in the renovation and improvement of Battery Park, at the southern tip of Manhattan, and Castle Clinton National Monument, the park's major landmark. The responsibility of the position is to ensure that the Conservancy's initiatives are implemented in the park and to assist in all other aspects of the organization's operations.

Director of Operations — May 1995 to December 1999

Operational & Capital Project related responsibilities:

- Collaborated on a frequent and active basis with landscape architects and other design consultants.
- Actively assisted in the RFQ and RFP process to select a Consultant Team for a \$15 million project to rebuild Castle Clinton National Monument as a ferry terminal, interpretive center, and performing arts venue.
- Coordinated a \$5.6 million ISTEA-funded capital project from design through completion.
- Coordinated, to bid phase, an ongoing \$6 million capital landscape improvement.
- Produced four annual 20-event summer concert series.
- Participated in the planning and production of four annual benefit dinners attended by several hundred patrons.
- Participated in inter-agency meetings to coordinate capital projects, special events, and law enforcement activities.
- Coordinated and oversaw feature film/television location crews and special event producers. In many cases serving as the primary site representative for NYC Parks.
- Procured supplies and equipment for NYC Parks personnel.
- Drafted specifications and oversee monument conservation projects.
- Gave tours of the park for visiting school groups and parks professionals.
- Photographed events and conditions within the Park on a regular basis.

Administrative responsibilities:

- Wrote and edited extensive correspondence, grant applications and fundraising materials.
- Served as Director of Administration during a three month vacancy, ensuring payment of invoices and payroll, and maintenance of office functions.
- Prepared project budgets, reviewed organizational budgets, prepared invoices for submission to funding agencies.
- Managed contracts for signage design/fabrication/installation, and horticultural work.
- Presented Conservancy projects to community groups and NYC Parks personnel.
- Prepared presentations and supporting materials.
- Participated in all phases of concessionaire selection by NYC Parks including RFP drafting, review, bid evaluation, and post-award oversight.
- Troubleshoot and maintained a local computer network of five Macintosh computers.

Spencer Associates, Strafford, Vermont

Spencer Associates is a limited partnership of carpenters and craftsmen specializing in work on historic buildings.

Carpenter's Assistant, Partner — November 1989 to June 1992

- Assisted in all aspects of reconstruction and renovation projects.
- Used all major power tools.
- Inventoried and purchased materials.
- Assisted in writing grant proposals and documenting jobs.

Volunteer Activities

Vassar College Class of 1989

President — May 1999 to present

Class Correspondent — March 1994 to May 1999

- Drafted four class notes columns per year for the Vassar College alumnæ/i magazine.

Preservation Alumni, Inc., New York City

Preservation Alumni is a membership organization of graduates of the Columbia University Historic Preservation Program dedicated to supporting the program and the advancement of the profession.

Member, Board of Directors — July 1997 to December 1999

- Developed organization priorities and policy.
- Designed and maintained an 900+ person database.
- Wrote, edited, and produced membership renewal and solicitation mailings.
- Participated in planning and organization of annual career symposium.

Landmark West!, New York City

Landmark West! is a nonprofit organization dedicated to the protection of the historic districts on New York's Upper West Side.

Member, Certificate of Appropriateness Committee — March 1997 to December 1999

- Reviewed and commented on applications before the New York City Landmarks Preservation Commission to modify landmarked properties. Prepared briefing material for other committee members and drafted committee testimony.
- Assisted in the production of first annual awards ceremony honoring noteworthy preservation projects. Role included program design and preparation of exhibit materials.

Skills and Interests

- Familiarity with Mac OS8, Mac OS9, and Windows 98 and most popular applications including Word, Excel, Outlook, Project, FileMakerPro, Access, Quark, Photoshop, Illustrator, and Explorer. Very quick study in most applications and systems.
- Website design/operations (learning).
- Photography.
- Carpentry.
- New York City Certified Street Tree Pruner.

References and writing samples available upon request.