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Partial List of Publishing Credits (in the role of freelance editor)

In addition to numerous magazines and catalogs, parts of books, and a variety of blog posts over the years, following is a list of books for which I have served in the roles of substantive editor, copy editor, project manager, and/or coach:

- **Orlando, Then and Now**
Thunder Bay Press, San Diego
Orlando, Then and Now is one of my most major accomplishments! My roles in this pictorial history of Orlando were as on-location project manager (the primary editors were in England), photo and text researcher, organizer, and author.
- **Legendary Long Islanders**
Mixed Media Memoirs, Green Bay
A collection of interviews and personal histories, this work is made up of columns and articles written over many years by Helene Herzig for *North Shore Magazine*. My role was as an editorial subcontractor to Leah Abrahams (an associate through the Association of Personal Historians) who managed the compilation.
- **Defenders of Rades**
This work of fantasy fiction was written by Carol Blackhurst and is one title in a series. My role in the project was as substantive reviewer and copy editor.
- **Shadows of War**
Crandall Publishing
A work of middle-grade historical fiction by Janice Sweet McElhoe, this work provides one story of the first Memorial Day. My role in the project was to provide editorial services and constructive criticism.
- **Iggy's Rainforest Adventure**
Bosco Press, Orlando
This colorful early reader is written by Anna Wawrzyniak and illustrated by Scott Shoemaker. My role was copy editor.
- **Married to a Traveling Spouse**
Extricare Publishing, Oviedo FL
This personal reflection / self-help book was written by Cindy Houfek. My role was coach, substantive reviewer, and copy editor.

From Prison to Paycheck

A Community Press, San Diego

This self-development book's subtitle, *What No One Ever Tells You About Getting a Job: A Step-by-Step Guide*, practically says it all as author Pam Hogan delivers on her goal to help transition former prisoners back into society. My role was copy editor.

- **A Walk Through Life**

This autobiography was drafted by Rene Alexander Roy Sr., primarily to provide a family history; however, it turned into a stories of life in rural Vermont, World War II, and work life. My role was coach, substantive reviewer, and copy editor.

- **The History of Fashion, A to Z**

Sue Dyer's book started without a final product in mind, but her goal of presenting a collection of her high school teachings resulted in a colorful and fact-filled text of fashion history. My role was primarily to provide editorial services but I also put together a preliminary layout for what became a book.

- **Networking for a Better Position and More Profit**

Workplace Success / New Books Publishing, Waterbury CT

Author Karen Hinds is a life and career coach for teens and women whose information is beneficial to anyone. After editing and proofing blog entries for Karen, she asked that I also serve as proofreader for this book.

Note that most of these titles were published during the years I was able to focus exclusively on my business as the-freelance-editor. Additional books have not been published, at least not to my knowledge, and others have been taken to the point of publication, ready for print as the authors find agents and funding.

Partial Outline of Publishing Credits, North Carolina Museum of History

- Many of my assigned responsibilities and tasks at the Museum of History revolve around organizing, scheduling, and coordinating the museum's bimonthly calendar of educational programs and public events; these efforts result in production of a print calendar and a variety of online calendars along with text for day-of signage, several e-newsletters, and some marketing collateral.
- Other assigned projects revolve around serving in the roles of substantive editor, copy editor, project manager, and proofreader, often on teams primarily related to major exhibitions, traveling installations, educational materials, marketing and membership collateral, and online publications.

Major Exhibitions

When assigned to a team that is tasked with opening an in-house exhibit, I am generally responsible for drafting tentative schedules and adjusting final deadlines and for providing project management direction through the editorial and graphic design phases. As editor on the team, I am responsible for performing initial substantive reviews of draft label content as presented by curators and subject specialists and for working with them to divide label text into appropriate hierarchies and types of labels. As the content evolves, I am then responsible for fact-checking, adjusting reading levels, copy editing, preparing text files for design, proofing label panels after design, and assisting with any tangential labels (directional/instructional and way-finding signage, for example) needed, as well as helping develop any marketing materials the team decides to pursue. Sample exhibit titles and duties in the past few years have included (in alphabetical order)

ROLES:

included scheduling and managing each separate installation; wrangling content from seven different originators; organizing components for design; performing editorial tasks and on-screen proofing

Collecting Carolina

This semiannual lobby exhibit, generally only seven artifacts (one from each curator) that rotated every six months, was the first in the museum to make use, entirely, of a prototype “virtual labelling system” that featured (as much as possible) label text embellished with a supporting range of images, audios, and videos relevant to the object—all accessed through touch-screen monitors. In addition to editorial roles, I also assisted in the location of supporting media, reviewed captions for audio and video scripts, and secured Spanish translations for some screens.

ROLES:

included scheduling and managing the project as well as performing editorial tasks from concept to completion

Formed, Fired, and Finished: Art Pottery from the James-Farmer Collection

This small, focused exhibit traced influences on the international art pottery industry—contributions made by potters in North Carolina and outside trends and developments that impacted products from the state.

ROLES:

included scheduling and helping to manage the project as well as performing editorial tasks and proofing labels

Freedom! A Promise Disrupted: North Carolina, 1862–1901

A second attempt to create an exhibit about North Carolina during America’s Reconstruction period—the first, *Freedoms Won, Freedoms Lost: Reconstruction in North Carolina, 1862–1901*, was cancelled just prior to label production—involved working with an outside subject specialist and several peer reviews. After opening, the exhibition was adapted for use in travelling installations.

ROLES:

included reviewing, editing, and proofing label text; proofing final panels; helping identify and develop tangential labels; working with the marketing team on promotional elements

North Carolina and World War I

The museum’s major 6,500-square-foot exhibit for 2017–2018 used story labels, artifact labels, environments, and scripted short films to relate conditions and stories from the Great War. A separate team created a more focused exhibit for one of the regional museums (*Tar Heels in the Trenches: The Great War and the Albemarle*); for this exhibit, my roles included substantive reviewing, fact-checking, and copy editing—the regional museum’s own design team oversaw completion of that exhibit.

ROLES:

included providing editorial services—including space edits—for labels and a public database

ROLES:

included all editorial duties; scheduling the editorial and graphic design phases and managing those processes; proofing labels; preparing both a LT booklet and a Spanish translation for use by visitors in the gallery

ROLES:

included editorial tasks from start to finish; later, as the person most familiar with content and intent, I stepped in to lead the project for several weeks

ROLES:

included scheduling and managing the project and providing all editorial services

ROLES:

included all editorial duties from discussion, development, and planning through installation; scheduling and managing editorial and graphic design phases

ROLES:

included leading a team to develop overall concept; scheduling and managing the project; providing all editorial services

ROLES:

included serving on all three exhibit teams as a content contributor and providing all editorial services for each installation

North Carolina Sports Hall of Fame

With annual inductions and continuous updates to reflect the current status of inductees, this assignment requires new label text for the exhibit space and the timely addition of screens for the hall's public database; last-minute tribute cases are also needed occasionally.

One Giant Leap: North Carolina and the Space Race

To become a part of celebrating fifty years since landing on the moon, the museum decided to create this exhibit of North Carolina collections to the space race. Another element of participation was an opening festival that promoted this exhibit along with other related celebratory activities in the Triangle region. Due to community excitement, I participated in team development from discussion and planning through installation; I also worked more closely than usual with the marketing team on promotional elements.

Rural Revival: Photographs of Home and Preservation of Place

A flat exhibit of photographs and preservation information, this installation promoted historic homes and landmarks that are being lost to time, in spite of preservation efforts; it also included an audio tour with several stops that were transcribed into a printed booklet to resolve some accessibility issues. Work involved being inclusive of several state and local organizations.

Southern Impressions: Paintings from the James-Farmer Collection

Unique and well-received, this temporary exhibit juxtaposed relevant museum artifacts alongside paintings by artists with Southern connections; it also included a cell-phone tour with several stops.

Starring North Carolina! 100 Years. 3,000 Films.

The museum's major 7,000-square-foot exhibit for 2014–2015 gathered museum artifacts and memorabilia from collections across the country to draw attention to the state's century of association with the film industry. In addition to several hierarchies of print labels, the final exhibit required screen captions, hands-on interactives, and multi-media presentations that all needed some sort of editing and proofing.

Through Their Eyes

My first exhibit as *assigned* team leader was intended to showcase one of the few surviving collections of children's artwork created as part of the WPA's Federal Art Project. The curator and I were nearly finished with development of the exhibit plan and label text when the project was cancelled due to COVID-19.

“Turn the Radio On”: Carolina Bluegrass; Carolina Bluegrass: Breakdowns and Revivals; and Spreading the Bluegrass Sound

Developed to draw attendees from the International Bluegrass Musicians Association annual convention, these three themed installations ranged in size from a small lobby exhibit to a case exhibit to a panel display that was assembled in a booth at the convention center.

ROLES:

included scheduling and providing all aspects of editing and proofing

Watergate: Political Scandal & the Presidency

This long-term lobby exhibit recognized North Carolina's—primarily through Senator Sam Ervin's office—ties to the 40th anniversary of those political times.

Traveling Installations

Temporary, traveling exhibitions do not always allow editing or proofing of label text but can result in supplemental projects that enforce North Carolina connections; to associate *First Folio!*, for example, the team decided to create a timeline of events that were taking place along our coast in the New World during Shakespeare's time—this timeline went through the process of a major installation but on a significantly smaller scale. In addition to the editorial processes needed in the creation of these supplemental projects, traveling exhibits typically require the creation of educational components and marketing collateral and often require the implementation of production schedules and the use of project management skills. A sampling of recent titles includes (in alphabetical order)

Cedars in the Pine: Lebanese Immigrants in North Carolina

First Folio! The Book That Gave Us Shakespeare

Flying Kites with Delia

For Us the Living: The Civil War Art of Mort Künstler

Photographs by Hugh Morton: An Uncommon Retrospective

Scent of the Pine, You Know How I Feel: North Carolina Art

Educational Materials

The Museum of History takes great pride in the educational materials produced by its staff. These projects are developed, and often produced, in-house and include a variety of products geared toward schoolchildren in 4th, 8th, and 11th grades (when North Carolina students study state geography, history, and political science) and teachers of those grades, general visitors, and targeted audiences. For most of these materials, I help assure reading-level appropriateness, apply instructional design techniques, and serve as substantive reviewer, fact-checker, and copy editor; only occasionally are schedules or proofs needed. Recent major projects have included (in no particular order)

- an African Americans in North Carolina Educator Notebook;
- an American Indians in North Carolina timeline of history;
- Fred's Finds activity sheets for younger visitors;
- docent manuals to assist volunteer tour guides in developing highlights tours;
- training guides for in-gallery touch carts and other docent-led activities;
- pre-visit and post-visit activities for use by teachers and tour guides; and
- scripts for History-in-a-Box kits, which are mailed to teachers across the state.

Marketing and Membership Collateral

The museum has its own marketing section and a separate membership organization known as MOHA, the Museum of History Associates. In working with these two groups, I copy edit and proof projects ranging from exhibit postcards and event invitations to program notes and activity announcements to event signage, posters, and banners. One of my prouder contributions was to help steer development of exhibit-related postcards from one-sided opening announcements to, instead, include a back side that added value with related educational programs.

Online Publications

As one of the few museum staffers with website management and HTML/XML experience, I began editing text for the museum and membership websites. During several months in early 2016, I even became the defacto webmaster. As time allowed, I also managed the museum's blog. When a full-time webmaster was hired, I relinquished those duties; but, I soon after assumed responsibility for a separate website that promoted the museum's newly developed Longleaf Film Festival.

-----Additional Information and Links Available Online-----

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