

# Becca Quon

## Work Experience

### **CLIR**

Washington DC

#### *Program Officer*

March 2019-present

- Conducting outreach to potential *Digitizing Hidden Collections* and *Recordings at Risk* grant applicants throughout the proposal development and submission phases
- Drafting resources and guidelines related to digitization project development
- Following the progress of funded projects and supporting grantees as needed
- Organizing events, webinars, and resources to support learning and community-building
- Coordinating wide-ranging partnership activities between CLIR and other organizations
- Promoting thoughtful and creative use of digital collections by a variety of user groups
- Building connections w. non-profits, funding agencies, & cultural heritage organizations
- Consulting on new initiatives and contributing to grant applications, including the \$4.4 million *Digitizing Hidden Collections: Amplifying Unheard Voices* grant from the Andrew W. Mellon Foundation in 2021
- Shaping internal workflows, policies, and procedures
- Supporting the DLF Forum, working groups, fellowships, and other programs as needed

### **Digital Library Federation, CLIR**

Washington DC

#### *Program Associate for Advancement & Awards*

December 2017-present

- Expanding the DLF Museums Cohort and Equity & Inclusion community groups; leading monthly meetings
- Broadening DLF fellowship opportunities and overseeing application process, committee decisions, and award distribution
- Facilitating community-building among eResearch Network program participants
- Refining existing workflows and timelines for awards/fellowships
- Guiding plans for the Learn@DLF workshop day centered around teaching and learning
- Monitoring DLF jobs service and distributing weekly email digests
- Planning and management of the DLF & HBCU Library Alliance *Authenticity Project* program

### **Digital Library Federation, CLIR**

Washington DC

#### *Program Associate*

Sept. 2016-Dec. 2017

- Coordinating conference planning committee activities
- Directing conference volunteer work, supply management, print orders and other logistics
- Re-shaping the DLF eResearch Network program in partnership with program faculty
- Corresponding with community working groups and amplifying news
- Collaborating on projects for other CLIR programs, including Mellon Postdoctoral Fellowships and Digitizing Hidden Special Collections and Archives, as needed

- Fielding queries and requests regarding DLF programs and events

***The A. James Clark School of Engineering, Univ. of Maryland*** College Park, MD  
*Graduate Assistant—Communications* June 2014-August 2016

- Amplifying student news and opportunities through university channels and social media
- Planning/staffing events and meetings
- Maintaining digital asset management systems, calendars, listservs, and signage; providing training for staff as needed
- Researching, drafting, and proofreading web pages, publications, and presentations

***National Endowment for the Humanities, Office of Digital Humanities*** Washington, DC  
*Digital Curation Field Study Intern* January-May 2016

- Digitizing historic NEH collections
- Ingesting assets and metadata into local digital repository
- Compiling grant inventories, researching grant outcomes
- Participating in grant review panels

### **Education**

***University of Maryland, College Park*** College Park, MD  
 Master of Library Science, Archives, Records, and Information Management May 2016

***University of California, Riverside*** Riverside, CA  
 Bachelor of Arts, American History & Art History June 2014

### **Professional Affiliations**

Society of American Archivists (SAA)  
 Art Libraries Society of North America (ARLIS/NA)

### **Presentations**

2017 and 2019 DLF Forum closing panels  
 2019 Coalition for Networked Information panel, “Update on Funding Possibilities, Priorities, and Trends”  
 2020 Collections Forum panel, “Re-envisioning Subject Headings and Metadata & Cooperative Initiatives to Tackle Hidden Collections”  
 2020 Association of Moving Image Archivists webinar, “AMIA Grant Writing Webinar”  
 2021 DLF Forum presentation, “Digitizing Hidden Collections Amplifying Unheard Voices: Redesigning a Legacy Program for Social Justice”

### **Activities & Service**

Peer Reviewer, Institute for Museum and Library Services  
 Reviewer, Leading Change Institute, CLIR

Advisory Board Member, IMLS-funded [Collective Responsibility: National Forum on Labor Practices for Grant-Funded Digital Positions](#)

Board Member, [Digital Cultural Heritage DC](#) Meetup Group

### **Skills**

Expertise with tools and programs common in archives, grants administration, and communications activities, including:

- website-building platforms WordPress, Squarespace, and Drupal
- contacts management services Membersuite and Salesforce
- email/marketing platforms Mailchimp and Informz
- DAMs and repositories including Cumulus and Dspace
- Scalar for online publishing
- Creative Cloud programs (Acrobat, Illustrator, Photoshop, Lightroom)