

Becca Quon

Work Experience

METRO

remote

Program Manager, Research and Education

December 2024-present

- Supporting METRO's Director of Creative Research and Practice as needed
- Identifying and developing new research and research-related opportunities
- Working with METRO programs that wish to incorporate research into their activities
- Developing a research culture at METRO
- Sharing responsibility for METRO's continuing education programs

Program Manager, Digital Equity Research Center

April 2023-December 2024

- Establishing objectives, negotiating contracts, and estimating costs for new projects
- Planning project schedules, directing tasks, and overseeing existing projects
- Managing awarded grants by following the expectations of funders
- Monitoring technical issues and guiding projects to completion
- Preparing reports and news items for funders, board, and external audiences

We Here

remote

Communications and Outreach Manager

April 2023-May 2024

- Collaborating with project and program leaders, the Founder and Principal/Creative Director, and other admins to determine content topics for paid communities, social media, and public newsletter.
- Drafting, editing, and reviewing content across newsletters, website, social media, and paid community platforms
- Ensuring consistent and appropriate use of branding assets in external messaging.

Career break

May 2022-April 2023

CLIR

Washington DC (remote)

Program Officer

March 2019-May 2022

- 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

Reviewer, National Endowment for the Humanities (2024)
Peer Reviewer, Pocket Burgundies, CLIR (2024)
Peer Reviewer, Institute for Museum and Library Services
Review Panel Co-Chair, National Endowment for the Humanities (2020)
Reviewer, Leading Change Institute, CLIR
Advisory Board Member, IMLS-funded [Collective Responsibility: National Forum on Labor Practices for Grant-Funded Digital Positions](#) (2018-2019)
Board Member, [Digital Cultural Heritage DC](#) Meetup Group (2018-2019)