

**CONFIRM.:
C. MARASIGAN
HUMAN
RIGHTS
COMMISSION**

CHRISTINE R. MARASIGAN

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EDUCATION

B.A. English & Communications. *Lewis & Clark College, Portland, OR 1992*
Diploma with Honors. *Kodiak High School, Kodiak, AK 1988*

EMPLOYMENT

Programs Manager, Alutiiq Museum & Archaeological Repository; Kodiak, Alaska
On Contract February-June, Permanent Hire July 1996-Present

Responsible for planning and scheduling Museum gallery events and calendar, tracking attendance figures and other statistics, all publicity and general outreach. Position also produces a quarterly newsletter, assists with the development of the museum store, supervises docent program, administers membership program and plans traveling exhibits and public programming on consultation with the director.

Program Assistant, Oregon Folk Arts Program; Oregon Historical Society
January 1991-May 1995

Responsible for handling a three-line phone, correspondence, filing and ordering supplies. This position provided administrative support by tracking the expenditure of federal and state grants awarded to the program, handling all billing, reimbursements, and inconsistencies with the program's payroll. Was the liaison between the museum's director of finance and program coordinator, attended meetings in coordinator's absence, and assisted with grant writing and final grant reports. Assisted with publicity, press releases, flyers and brochures. This position also indexed and transcribed tapes from interviews, accessioned slides into the archive, assisted with the planning of exhibits, assisted with exhibit and project events such as receptions, panels and festivals.

SPECIAL PROJECTS

Educational Forum on Labor & Human Rights, Kodiak, AK. December 13, 1997
Co-convened a meeting hosted by the Filipino American Association of Kodiak to provide information and a chance to ask questions about labor and human rights. Contacted and coordinated with three presenters, the Director of Investigations of the Human Rights Commission, the Director of the Office of Equal Employment Opportunity and the local Office Manager of the State of Alaska Dept. of Labor. Set up meeting place, time, publicity, and outreach to participants. Over thirty people attended the Latino and Filipino population of Kodiak.

Alutiiq Elders Gathering, Kodiak, AK. September 16-19, 1997
Coordinated with the Arctic Studies Center (Smithsonian Institution) to host a gathering of the Alutiiq Nation at the Alutiiq Museum. Assisted with arrangements to feed and house over 30 invited guests. Coordinated hospitality packets, opening ceremony, and transportation. Approximately 125 people attended the opening ceremony and various open sessions.

Traveling Exhibits Coordinator, Kodiak, AK. 1996-1997

Researched and brought to the Alutiiq Museum two traveling exhibits. "Chihuly Baskets" in fall of 1996 and "Reaching Home: The Lifecycle of the Pacific Salmon" in summer of 1997. Made all arrangements for rental, shipping/transport, set-up, take down, opening reception and advertising.

Filipino American Heritage Week, Kodiak, AK. June 1996, 1997

Developed and implemented a proposal for the Filipino American Association in Kodiak to provide educational activities during Filipino American Heritage Week. Activities have included a traveling exhibit entitled, "Alaskeros: Pioneering Filipino Alaskan Cannery Workers" displayed at a local venue. A weeklong series of videos on Filipino American history and culture. Made all arrangements for rentals, space, and publicity. Supervised all activities and set-up.

Representative at Northwest Booking Conference, Boise, ID. January 1995

Managed a small Western States Arts Federation grant awarded to the Oregon Folk Arts Program. Prepared promotional materials (demo tapes, 8 x 10 black and white portfolio photographs, and short biography) for traditional musicians for display and distribution at an annual booking conference. During the conference acted as the Oregon representative and participated in seminars and workshops for how to organize events and work with artists.

Presenter at Refugee Forum, Portland, OR. November 1994

Prepared and delivered a 20-minute speech with slides on the Oregon Folk Arts Program and upcoming projects to 10 community leaders and 15 organizational representatives. Encouraged refugee community leaders to inform artists in their neighborhoods to participate.

Assistant Coordinator for ATLATL Annual Conference, Portland, OR. October 1994

Worked with a representative from ATLATL (A Native American Arts Advocacy organization) to provide meeting space and audio-visual equipment for their national annual conference. Assisted with and was present to contract with vendors for refreshments and luncheons.

Folk Arts Coordinator for Artquake Festival, Portland, OR. Summer 1993

Coordinated a folk arts area consisting of a stage, demonstration and exhibition area for Artquake, a three day, ten city blocks festival held every Labor day in downtown Portland. Duties included negotiating and contracting over 15 visual and performing artists/groups, coordinating set-up times with stage, sound and street vendors, scheduling performances, writing flyers, brochures and other promotional material.

SPECIAL TRAINING/AWARDS/HONORS

Smithsonian Institution, Center for Museum Studies, American Indian Studies Program; Training Course: Managing a Small Tribal Museum; Peridot, AZ February 11-14, 1997

An application process selected participants. Applicants from all over the U.S. and Canada were submitted. Only 12 out of 40 applications were invited to attend. Course took place at the San Carlos Apache Cultural Center and consisted of a series of lectures, videos and discussions with professional museum administrators on such topics as financial management, board building, Native American Graves Protection and Repatriation Act (NAGPRA), and museum planning. A stipend was provided for travel expenses.

Arts Administration Fellow, National Endowment for the Arts; Washington DC September-December 1995

Fellows were selected on a competitive basis from around the country. Fellows were required to attend and assist with various events and administrative duties. This included reviewing and preparing grant applications for panel sessions, organizing and presenting media support materials during deliberations. Over 150 applications complete with forms and various media were organized and presented. Attended the National Heritage Fellowship Awards, on hand to assist with visiting traditional artists, checking on arrangements/itineraries, fielding questions, providing support, was present at the performance, honorary dinner, and White House awards ceremony. During this period Fellows also attended a series of seminars, special guest lectures and related field trips.

Overseas Program Participant, Lewis & Clark College; Ecuador September-December 1990

Students applied and were interviewed for admission to this particular program. Participants were required to live with a host family and attend morning sessions on Spanish, Ecuadorian history and culture. Participants were also expected to complete two papers (one in Spanish), keep up a journal, and attend field trips, special guest lectures and program events. Upon returning to the U.S., participants presented a slide show to the campus.

CONFERENCES/WORKSHOPS ATTENDED

- Managing a Small Tribal Museum training course; Peridot, AZ 1997
- Museums Alaska annual meeting; Anchorage, AK 1996 and Sitka, AK 1997
- National Assembly of Local Arts Agencies workshops; Juneau, AK 1996.
- American Folklore Society annual meeting; Eugene, OR 1992 and Lafayette, LA 1995.
- Northwest Booking conference; Boise, ID 1995.
- People of Color Caucus; Portland, OR 1995.
- ATLATL Annual Conference; Portland, OR 1994.

SKILLS

- Reading comprehension of Spanish, knowledge of Tagalog & Pangasinan
- Works well with the public
- Light bookkeeping experience
- Grants writing experience
- Computer literate: familiar with both Apple & IBM compatible computers, familiar with the following software: Microsoft Office (Word, Excel), Microsoft Works, Pagemaker (both versions), WordPerfect, FilemakerPro, Claris, Adobe Photoshop, and Netscape Navigator, knowledgeable about email, internet, scanning, and desktop publishing
- Excellent communications skills; written and verbal
- Able to work independently and with a group

MEMBERSHIPS

- Alutiiq Museum & Archaeological Repository
- American Association of Museums
- American Folklore Society
- Filipino American Association of Kodiak
- Kodiak Arts Council
- Kodiak Historical Society
- Kodiak Public Radio (KMXT)
- Museums Alaska
- Oregon Historical Society

COMMITTEES/BOARDS/VOLUNTEER ACTIVITIES

- Alaska State Council for the Arts: Local Arts Agency Granting Panel
- Chamber of Commerce: Membership, Crab Festival, and Scholarship Committee
- Town Hall: Entertainment and Outreach Committee
- Filipino American Association of Kodiak Scholarship Committee
- Kodiak Island Convention and Visitor's Bureau Board Member
- Filipino American Association of Kodiak Public Relations Officer
- Kodiak Arts Council: Member and production