

SHANNON WALKER

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EDUCATION

University of Denver

Master of Library & Information Science (MLIS), Archives/Archival Administration

University of Colorado at Boulder

Bachelor of Arts (BA), History and Anthropology

RELATED EXPERIENCE

Arizona State University

Assistant University Archivist

July 2017 – Present

Provide reference and information services for University Archives. Support University Archives in the selection and acquisition of archival collections. Facilitate the arrangement, description, and preservation of materials according to professional standards. Cultivate and maintain relationships with departments on campus, alumni, donors, and community members. Manage reference inquiries and duplication services. Promote the collections and services through outreach and engagement opportunities. Coordinate work with professional colleagues. Develop responsibilities as a contact for records management services. Coordinate management of Donor Files including digitization and workflow for intake process. Upload digital materials, with standardized metadata, into the ASU Digital Repository. Contribute to policies and practices regarding the acquisition, description, organization and long-term preservation of digital files. Initiate and develop a web archiving program. Serve on various Councils, Working Groups, Task Forces and Search Committees for the Library. Supervise student workers and interns.

Arizona State University

Archive Specialist

July 2015 – July 2017

Directed archival operations for the Thunderbird School of Global Management and provided support to archival collections at Arizona State University. Engaged in reference services to students, staff, faculty, alumni, local media and the general public. Arranged and described collections. Collaborated with a colleague to merge collection records from Archivist's Toolkit and FileMaker Pro to ArchiveSpace. Developed exhibit, including digitization of photographs and writing narrative. Collected, organized and maintained born-digital and digitized files. Oversaw the preservation, access, and promotion of the Harry Snyder Special Collection. Coordinated digitization of student newspapers and uploading of files to ASU Digital Repository. Hosted open houses in the archives and led personal tours. Increased awareness of collections to staff, students, alumni, and the community. Collaborated with Thunderbird staff and students to write articles about the School's history for newsletters and the student newspaper. Maintained a Facebook page for the Thunderbird Archives. Supervised student volunteers, workers, and interns. Member of the Arizona Archives Alliance served on Annual Meeting Planning Committee for Arizona Archives Summit. Served on the ASU Library Web Services Advisory Board. Participated in the Hayden Library 50th Anniversary planning and event.

Thunderbird School of Global Management

Archivist

July 2010 – June 2015

As the Archivist for Thunderbird oversaw all archival operations for the school. Responsibilities included arrangement and description of historical collections, including print, digital, audiovisual, photographs, artifacts, and works of art. Coordinated the acquisition of Archivist's Toolkit. Developed guidelines and procedures for processing collections and creating metadata. Produced finding aids (PDF) for collection navigation. Maintained physical preservation of materials. Cataloged photographs into a database maintaining bibliographic standards. Developed policy for collecting, maintaining and storing electronic files. Coordinated projects to digitize alumni magazine, yearbooks, and photographs. Oversaw quality control of projects including metadata creation, project workflow, and online publication. Created exhibits and informative displays; selected and prepared archival materials; researched and wrote captions; purchased framing materials. Hosted open house and tours; guest speaking. Captured oral histories; created interview questions; conducted interviews; recorded and arranged for transcription service; published online. Provided reference services to students, staff, faculty, alumni, local media and the general public. Increased awareness of the collections to staff, students, alumni, and the community. Attended weekly staff lunches to network and promote the School's history. Collaborated with Thunderbird student for the weekly "From the Archives," article in the online student newspaper. Developed and maintained a Facebook page for the Thunderbird Archives. Managed one part-time assistant and coordinated a team of volunteers for special projects. Participated in statewide archives initiatives including the Arizona Memory Project, Cultural Inventory Project, and Arizona Archives Matrix

Private Client

Consultant

April 2008 – June 2010

Processed the personal archival collection for a client who was an important part of the Civil Rights movement in the 1950s-1960s. Responsibilities include arranging and describing the collection as well as creating a finding aid for the client.

Getty Conservation Institute (J. Paul Getty Museum)

Consultant

September 2001 – April 2004

Created and maintained a storage and retrieval system for in-house documents. The project included ordering and purchasing archival materials, maintaining a large database of information and providing research assistance to scientists and experts in their respective fields. Managed databases of extensive scientific bibliographies and edited them for online publication.

SERVICE

Arizona Historical Records Advisory Board

Member

September 2016-Present

The Board serves as the central advisory body for historical records planning and for national historical publications and records commission-funded projects developed and carried out in the state of Arizona. The Board also serves as a coordinating body to facilitate cooperation among historical records repositories and other information agencies in this state and as a state-level review body for grant proposals as defined in the National Historical Publications and Records Commission guidelines.

Arizona Archives Alliance

President

April 2019-Present

Arizona Archives Alliance is a nonprofit educational and support organization. It provides assistance to Arizona archives and archivists and promotes the use of Arizona's archives through funding opportunities, training, and a symposium series.

Cross-Cultural Dance Collections Advisory Board

Consultant

March 2016-Present

Provide guidance and expertise for the organization and operation of the Cross-Cultural Dance Resources collections in the Herberger Institute for Design and Arts at ASU.

Arizona Archives Summit Planning Committee

Member

February 2016-Present

Serve on the planning committee for the annual Arizona Archives Summit, a meeting of archival professionals from around the state. Developed the agenda and topics of discussion, coordinated panels of experts and featured speakers.

Colorado Department of Transportation

Photograph Archivist

January 2008 – June 2010

As the (volunteer) Photo Archivist for CDOT, developed a strategy to rehouse their collection of 10,000+ historic photographs according to preservation standards. Created plan to describe each photograph and catalog it into a database according to professional standards. Often collaborated with CDOT staff and historians. Trained, organized and supervised a team of student-volunteers.

City of Agoura Hills, CA

Advisory Committee Member (Reyes Adobe)

January 2003-May 2004

Member of an advisory committee for the city of Agoura Hills, California. The committee worked to develop a plan of restoration and interpretation for a historic adobe ranch house in the community. Participation in the committee included doing background research and writing two grants, working with city council members and designing public programming. The project received \$500,000 in grant funding.

PRESENTATIONS, PUBLICATIONS, AND PAPERS

Article, "Preserving the Past into the Future," Thunderbird Magazine (Fall 2018):

https://issuu.com/raxxdirect/docs/thunderbird_fall_18?e=9349120/66319038

Article, "Thunderbird on the Move, Part 3" (not published online)

Article, "Thunderbird on the Move, Part 2" (February 28, 2018)

<https://thunderbird.asu.edu/knowledge-network/thunderbird-move-part-2>

Panel presentations, "*Knowing Your Audience: Outreach and Engagement*," and "*Software Management Systems in Archives: Clearing Up the Muddle*."

Arizona Archives Summit, Tempe, AZ, February 2018

Article: "Thunderbird on the Move, Part 1" (January 30, 2018)

<https://thunderbird.asu.edu/knowledge-network/thunderbird-move-part-1>

Presentation, "*The Founding of Thunderbird: 1946-1949*."

Thunderbird School of Global Management, Glendale, AZ, November 13, 2017

Presentation, "*Thunderbird During World War II*."

Thunderbird School of Global Management, Glendale, AZ, October 18, 2017

Panel presentations, "*Shiny New Archivists*," and "*Documenting the Asian Community in Arizona*."

Arizona Archives Summit, Tempe, AZ, January 2017

Exhibit, "*Thunderbird: 75 Years of Global Leadership*."

Hayden Library, Arizona State University, Tempe, AZ, December 2016-December 2017

Article, "Who are Berger and Mabel Erickson?" (January 28, 2016)

<http://dastornews.com/2016/01/who-are-berger-and-mabel-erickson/>

Panel presentations, "*Shiny New Archivists: Transitioning Thunderbird to ASU*," and "*Crazy Things in My Archive*."

Arizona Archives Summit, Tempe, AZ, January 2016

MEMBERSHIPS

Society of American Archivists

Society of Southwest Archivists

Arizona Archives Alliance