



Jeanette C. Mills

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Selected Experience:

DIRECTOR OF VISUAL SERVICES, School of Art, University of Washington, 1995-present

Responsible for management and administration of the Art Slide Library (ASL), Art Media Center (AMC), and classroom audio-visual needs in the Art Building. The ASL contains over 300,000 35mm slides, a small collection of lantern slides, and the MFA thesis statements. More than 85,000 slides are circulated and more than 8,000 slides are added to the collection each year. The ASL is open to all UW faculty, staff, and students. The AMC houses over 35,000 course review slides and an assortment of audio-visual equipment.


Specific responsibilities: hiring, training, and supervision of at least 2.5 FTE staff, plus volunteers and interns; working with the ASL curator and AMC program coordinator to assure smooth operation of both facilities; preparing and monitoring a budget; answering reference questions and assisting collection users; formulating policy and advising on copyright issues; discussing collection development with faculty; overseeing maintenance of a slide cataloging database (130,000+ records) to which more than 9,000 records are added annually, including working with staff to improve the database and set cataloging standards; managing slide circulation with staff assistance; organizing the gathering and recording of collection-related statistics; identifying collection maintenance projects; acting as liaison to Classroom Support Services in regards to maintenance of the four audio-visual classrooms in the Art Building.

Selected accomplishments: improved circulation procedures in 1996; re-organized and documented staff responsibilities, resulting in re-classification of ASL program assistant to curator in 1998; coordinated with School of Art computer specialist to migrate from FoxPro to Filemaker Pro database software in 1998; organized and participated in 1999 inventory of the 35mm slide collections, the first in more than a decade; worked with an MLIS intern in 2000 to create an electronic artist authority database, linked to our slide database, which eventually will replace an existing card file; recruited six additional graduate student interns and volunteers from the Art History program and the School of Library and Information Science to work on special projects during 1999 and 2000; instituted slide replacement fees and invoicing for overdue slides in 2000; successful application for a \$7,500 Frances Blakemore Asian Art Grant; periodic lobbying has developed ongoing supplemental funding for student staff positions; currently starting digitization project of selected images in the ASL.

VICE PRESIDENT/CONFERENCE COORDINATOR, Visual Resources Association (VRA), 1997-1999

Participated fully in all VRA executive board meetings and decisions.

Responsible for overseeing all aspects of planning for international conferences in Philadelphia (1998) and Los Angeles (1999): negotiated hotel contracts; wrote call for participation; proposed and maintained a budget; negotiated conference schedule with VRA executive board; wrote call for papers; coordinated with local arrangements committee on logistics, tours and workshops; prepared master copy for pre-registration packet; communicated and coordinated with moderators; ordered all audio-visual equipment; ordered food for special events and breaks; prepared text for final program; assured the smoothest possible flow of activities at the conferences; and negotiated a hotel contract for the 2000 conference in San Francisco. The Philadelphia and Los Angeles conferences had relatively high attendance (approximately 250 and 275 respectively) and both resulted in profits for VRA.



Education:

M.L.I.S., School of Library and Information Science, University of Washington, 2002
M.A. IN ART HISTORY, University of Washington, 1990
Major field: Native American art, specializing in contemporary Northwest Coast Indian art
M.A. IN ANTHROPOLOGY/MUSEOLOGY, University of Washington, 1988
Major fields: Curatorial practices; Northwest Coast Indian art and culture
B.A. IN ANTHROPOLOGY (magna cum laude), University of Washington, 1982
STUDY AT TRINITY COLLEGE, DUBLIN, Ireland, 1980-81

SUPPLEMENTAL EDUCATION:

Leadership Workshop for Mid-Career Managers in Libraries and Visual Resources Collections, VRA & ARLIS Conference, March 2002
Project Management Workshop for Librarians and Visual Resources Professionals, VRA & ARLIS Conference, March 2002
Strategic Leadership Program, UW Training and Development, June 2001
Beginning Imaging and Intermediate Imaging, VRA Conference Workshops, February 2001
Copyright in the Age of Technology, American Association of Law Libraries, March 1999
101 Ways to Master Information Overload, UW Training and Development, July 1998
A Framework for Management Excellence, UW Training and Development, April 1998
Evaluating and Managing Employee Performance, UW Training and Development, January 1998
First Things First, SkillPath Seminars, December 1997
Copyright Law in the Digital World: Fair Use, Education and Libraries after CONFU (The Conference on Fair Use), CAA/ACLS/NINCH, September 1997
Completing Position Reviews, UW Staff Training and Development, August 1997
How to Manage Multiple Projects and Meet Deadlines, Fred Pryor Seminars, April 1997
Grant Proposal Writing, UW Staff Training and Development, March 1997
Copyright and Cyberspace, Incorporating Graphics in Your WWW Pages, Effective Use of the Web for Education, Web Access Controls and Security, and Interactive Forms for Web Development, UWired, Summer 1996
Grant Writing Workshop, VRA Conference, February 1996

Additional Experience:

CO-CHAIR, Education Committee, Visual Resources Association, 2002-present (committee member 2000-02)
ARTIFACTS EDITOR (School of Art Newsletter), University of Washington, 2001-present
CHAIR, Pacific Rim Chapter, Visual Resources Association, 2000-present
DIRECTED FIELDWORK, Shoreline Library, King County Library System, 2002
ANNUAL MEETING ORGANIZER, Pacific Rim Chapter, Visual Resources Association, 1995, 2000, & 2002
PANELIST, Cultural Heritage Collection, Harborview Medical Center, King County Arts Commission, 2001
VISUAL RESOURCES ASSOCIATION REPRESENTATIVE, National Forum on Archival Continuing Education (Decatur, GA), 2000
CO-CURATOR OF *REDEFINING TRADITION: A SELECTION OF FIRST NATIONS ARTISTS AND THEIR WORK*, Whatcom Museum of History and Art (Bellingham, WA), 1997
ASSISTANT SLIDE LIBRARIAN, School of Art, University of Washington, 1991-95
KUMTUX EDITOR (newsletter of Indian events in Washington State), Native American Task Force, Church Council of Greater Seattle, 1990-94
VICE PRESIDENT FOR PROGRAMS, Native Arts of the Americas and Oceania Council, Seattle Art Museum, 1992-94
EDUCATION CONSULTANT, Burke Museum, University of Washington, 1993-94
TE WAKA TOI PROJECT COORDINATOR, Burke Museum, University of Washington, 1993
LOCAL ARRANGEMENTS COMMITTEE MEMBER, Visual Resources Association Annual Conference, 1993
CONSULTANT, Whatcom Museum of History and Art (Bellingham, WA), 1990
CONTRACT MUSEOLOGIST, Alaska State Museum (Juneau, AK), 1990
PLANNER/MODERATOR, University of Washington Annual Art History Colloquium, 1989
COLLECTIONS TECHNICIAN, Special Collections and Preservation Division, Univ. of Washington Libraries, 1988-90
HEAD, ARCHIVAL SURVEY TEAM, William Duncan Memorial Church (Metlakatla, AK), 1988-89
ETHNOLOGY ASSISTANT, Burke Museum, University of Washington, 1988
BIBLIOGRAPHIC TECHNICIAN, Special Collections and Preservation Division, UW Libraries, 1986-88

Computer Skills:

Macintosh and Windows 95/98 operating systems
Word, Excel, Filemaker Pro, and familiarity with other Microsoft Office products
Pine, PC-Pine, and Eudora for email; FTP and Fetch for file transfer
HTML coding, FrontPage, Dreamweaver, and basic web site design

Teaching and Presentations:

ART HISTORIAN, Clipper Cruise Line/Yorktown Clipper (Inside Passage and Southeast Alaska itineraries), 1990, 1994-present
ROUNDTABLE ORGANIZER AND LEADER, *An Opportunity to Learn about Related Organizations*, Visual Resources Association Conference, Chicago, 2001
SESSION CHAIR, *A Panel Discussion: Copyright and Fair Use Issues for Academic Slide Collections*, College Art Association Conference (special session sponsored by the Visual Resources Association), New York, 1997
LECTURER AND FACILITATOR, *Eye of the Raven: An Introduction to Northwest Coastal Indian Art and Culture*, Northshore School District Teacher's Training Workshop, 1995
INSTRUCTOR, *Northwest Coast Art—Past and Present* and *Northwest Coast Art—Contemporary*, Experimental College, University of Washington, 1991-1995
ASSISTANT RESOURCE PERSON, Bluewater Adventures/Island Roamer (Queen Charlotte Islands), 1990
ANTHROPOLOGY LECTURER AND RESOURCE PERSON, World Explorer Cruises/S.S. Universe (Inside Passage), 1989
TEACHING ASSISTANT (Art History 331, *Northwest Coast Indian Arts*), University of Washington, 1988

PROFESSIONAL PAPERS:

Visual Resources Association Annual National Conference: 1993
University of Washington Annual Art History Colloquium: 1987, 1988, 1993
Native American Art Studies Association Bi-Annual National Conference: 1987, 1991

GUEST LECTURES IN UNIVERSITY OF WASHINGTON CLASSES:

LIS 541, *Information Access in the Humanities*, 2000
Art 251, *History of Textiles*, 1995
Art History 331, *Survey of Northwest Coast Indian Art*, 1993
American Indian Studies 311, *North American Indians: Pacific Northwest*, 1993
Art H 435, *Forces of Change and Subtleties of Innovation: Native American Art in Transition*, 1991

DOCENT TRAINING TALKS:

Bellevue Art Museum, annually, 1994-present
Burke Museum, University of Washington, 1993
Nordic Heritage Museum (Seattle, WA), 1992

OTHER PRESENTATIONS:

Redefining Tradition lecture, Whatcom Museum of History and Art (Bellingham, WA), 1998
Northwest Coast Gallery talk, Portland Art Museum, 1994
Senior Day Program, Seattle Art Museum, 1993
Invited lecture, Lower Snoqualmie Branch of the American Association of University Women, 1989
Invited lecture, Region 5 Program Meeting of the Costume Society of America, Seattle, 1988

Publications:

"Leadership: What Is It and How Can We Practice It?" *VRA Bulletin*, 28 (Fall 2001): 22-25.
Several book reviews in the newsletter of the Native Arts of the Americas and Oceania Council, Seattle Art Museum, 1991-1995, 1999, 2001
Review of *The Spirit Within: Northwest Coast Native Art from the John H. Hauberg Collection* in *Artifact: A Regional Magazine of the Fine Arts and Antiques*, 1 (Nov./Dec. 1995): 39-40.
"The Meares Island Controversy and Joe David: Art in Support of a Cause." *American Indian Art Magazine*, 14 (Autumn 1989): 60-69.
"Surveying the Metlakatlan Archives of William Duncan." *Ethnic Arts Council News*, April 1989:2.

Professional Memberships:

American Library Association
Art Libraries Society of North America
Special Libraries Association
Visual Resources Association
Washington Library Association