



# SELENA ORTEGA- CHIOLERO

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 Palmer, AK. 99645

## PROFESSIONAL SUMMARY

Empowering Cultural Heritage Specialist, who supports community sustainability, cultural preservation and perpetuation. Exceedingly intuitive understanding of environmental, technical, and cultural knowledge enabling to effectively communicate with, receive and convey information on behalf of vast group of stakeholders. Years of industry experience in museum and cultural archives administration, development, curatorial, collections, exhibitions and programming.

## SKILLS

- Project management
- Excellent communication skills
- Grant writing
- Budgeting and Finance
- Database management
- Proficient in PastPerfect
- Proficient in Mukurtu CMS
- Proficient in TheirStory
- Oral history interview transcription
- Proficient in Adobe CS5
- Microsoft Office
- G Suite knowledgeable
- Financial Reporting
- Adept multi-tasker

## EDUCATION

**Institute of American Indian Arts**

Santa Fe, NM • Expected in  
05/2024

Masters of Fine Arts - Cultural

## WEBSITE, PORTFOLIO, PROFILES

- <https://cultural-heritage-steward.squarespace.com/>

## LANGUAGES

- Spanish
- French
- Japanese
- Ahtna Athabascan

## AFFILIATIONS

- American Alliance of Museums
- American Association for State and Local History
- Association of Tribal Archives, Libraries and Museums
- Association of American Indian Affairs
- DLF Museums Cohort
- Society of American Archivists, *Native American Archives Section*
- Northwest Archivists
- National Association for Interpretation
- Museums Alaska
- Valley Association for Local History and Culture

Administration

**University of Virginia, Rare  
Book School**

Charlottesville, VA • Expected in  
2023

Andrew W. Mellon Fellowship  
for Diversity, Inclusion and  
Cultural Heritage

**George Washington University,  
The**

Washington, DC • 05/2021

**Certification:** Cultural Heritage  
Tourism

**Institute of American Indian  
Arts**

Santa Fe, NM • 12/2020

**Certification:** Museum Studies

**California State University**

Sacramento, CA • 05/2009

**Bachelor of Arts:** Asian Studies

**California State University**

Sacramento, CA • 05/2009

**Bachelor of Arts:** Art History

**Cosumnes River College**

Sacramento, CA • 05/2006

**Associate of Arts:** General  
Studies

## CERTIFICATIONS

- *Certified Interpretive Guide*,  
National Association for  
Interpretation
- *FAIC Risk Evaluation and  
Emergency Planning for Tribal  
Cultural Institutions*

## WORK HISTORY

**Chickaloon Village Traditional Council - Museum Specialist**

04/2018 - Current

- Curated and worked directly with three local museums to achieve Chickaloon Native Village exhibition (physical and digital) at each of their facilities
- Developed Tribal Collections Management Plan which resulted in 30% increase in donated collection materials
- Developed Collections Care Manual, Emergency Response Pocket Plan, Integrated Pest Management Plan and Digitization and Access Plan to support care and access to Tribal collections and archives
- Developed Collaborative Curation Model and Digital Stewardship Lifecycle to support future collaborations with institutionalized repositories
- Led development of online digital Tribal collections database supported through Mukurtu CMS that allows for collaborative curation of Ahtna Dene materials found in non-profit, state and federal repositories
- Led virtual repatriation collaborative projects with non-Native repositories
- Organized, developed and recorded oral history interviews with Tribal citizens
- Worked directly with Cultural Development Coordinator in assisting with Ahtna Traditional Skills Workshops series
- Developed and supervised grant projects through Alaska State Museum, BIA, IMLS and Rasmuson Foundation that supported Tribe's exhibits and collections management
- Increased awareness of organization by actively publicizing activities, goals and programs through public and virtual presentations, and utilization of social media tools
- Supported Ahtna Cultural Interpretive Guide program with training and interpretation services
- Maintained and managed permanent collection (including photographs, newspapers and periodicals, ethnographic materials, oral history recordings, video, Ahtna language materials, and contemporary art) according to proper museum practices including acquisition, cataloguing, exhibition and curation with goal of becoming accredited Ahtna Dene

- *ATALM Caring for Indigenous Collections Certification*
- 2019 ARL + DLF Fellow
- 2019-2020 Washington State University's Center for Digital Scholarship and Curation *Tribal Digital Stewardship Cohort Program: Digital Heritage Management, Archiving and Mukurtu CMS*
- 2020-2022 *ATALM Building Cultural Communities Cohort Program*

## Cultural Center

### **National Boarding School Healing Coalition - Contractor - Digitization Specialist**

*Seattle, WA • 10/2022 - 12/2022*

- Carefully reviewed all documents and reports for completeness and accuracy.
- Scanned, filed and transmitted various documents and adhered to digital filing procedures.
- Checked accuracy and completeness of documents to identify deficiencies and recommend corrective actions.
- Monitored due dates and deadlines and worked to submit all documents on time or early.

### **Palmer Museum of History and Art - Executive Director**

*03/2012 - 11/2017*

- Maintained and developed sound financial practices for 501(c) 3 organization with annual operating budget of \$200K; provided financial reports to Board of Directors and worked closely with Treasurer to manage funds and create annual operating budgets
- Responsible for recruitment, employment and release of all personnel, paid staff, contractors, interns and volunteers within Museum and Visitor Information Center
- Expanded community involvement through variety of programs and events while often collaborating with numerous entities to foster mutually beneficial relationships aimed at creating positive and healthy community
- Increased awareness of organization by actively publicizing activities, goals and programs through creation of digital newsletter, website improvements, and utilization of social media tools
- Responsible for seeking new funding sources, including corporate, foundation, city and state memberships, donations, sponsorships and grants with goal of creating lasting partnerships that contributed towards organization's sustainability
- Maintained and managed permanent collection (including photographs, newspapers and periodicals, clothing, furniture, wooden and metal tools, 20th century domestic items and contemporary art) according to proper museum practices including acquisition, cataloguing, exhibition and curation

with goal of becoming accredited museum with American Alliance of Museums

- Responsible for researching, scheduling and installation/de-installation of traveling/temporary exhibits
- Regularly met with local government entities to ensure that organization's contractual commitments were being fulfilled and provided semi-annual reports and public presentations to Palmer City Council which resulted in annual 5% increase in funding during tenure
- Coordinated organization's annual one day art, garden and music festival while working collaboratively with 25 local non-profit organizations, 18 musical and cultural acts, 50 local vendors, and 4 radio stations
- Managed digitization and rehousing of 3,000 items from PMHA Collections including developing workflows, creating metadata and uploading into museum database
- Collected and interpreted key metrics to determine which programs met desired outcomes and which ones required further streamlining to be successful

**Palmer Public Library - Assistant Librarian & Administrative Assistant**

*05/2010 - 03/2012*

- Processed all library and ice arena invoices in timely manner so that accounts remained in good standing.
- Maintained and monitored budgets in all library and ice arena accounts.
- Maintained all library and ice arena files (both electronic and hard copy).
- Reconciled 20 -30 library and ice arena deposits daily.
- Maintained patron accounts including collection and processing of fines and fees.
- Evaluated condition of library materials to determine retention needs.
- Assisted with organizing and supervising library student volunteers.
- Assisted with library inventory and shelving.
- Instructed patrons on research techniques and use of information technologies.
- Resolved patrons' complaints tactfully and professionally.
- Managed circulation of library materials using ILS software.

## SERVICE WORK & OUTREACH

- Board President & Advocacy Task Force Leader, Museums Alaska (2018 - currently serving): Manage organization's web-site, newsletter and social media accounts; responsible for organization's records management; lead Board governance; represent and lead the organization's advocacy efforts and outreach.
- Vice-Chair, Society of American Archivists, *Native American Archives Section* (2020-currently serving): Contributor to "Toward Inclusive Readings Rooms: Recommendations for Decolonizing Practices and Welcoming Indigenous Researchers," *Archival Outlook*, January/February 2021, <https://mydigitalpublication.com/publication/?m=30305&i=690860&p=6>.
- Advancing Indigenous Archives Planning Council, Association for Tribal Archives, Libraries and Museums (2020-2021)
- Alaska Representative, American Alliance of Museums Advocacy Day (2020, 2021): attended the American Alliance of Museums National Advocacy Day held in Washington D.C. where I received advocacy training, networked with fellow museum professionals and attended scheduled appointments with Alaska legislators to discuss national and state museum and cultural heritage issues.
- Tribal Representative, Valley Association for Local History and Culture (2017 - currently serving): Collaborate and provide support to cultural heritage organizations in communities throughout the Matanuska-Susitna Valley including digital records management, public access, Tribal collaborations, organization development and strategic planning, fundraising, public programs, and exhibitions.
- Volunteer Chaperone, Chickaloon Native Village Culture Camp (2018, 2019)
- Museums Alaska Annual Conference Presenter: (2017) *Thinking Inside the Box*, a collections storage workshop that instructed attendees on appropriate archival storage methods that was followed by a guided instruction on how to create archival storage boxes and trays; (2018) *Moving From Competition to Collaboration: Creating Better Partnerships in Your Region*, a panel presentation about the Valley Association for Local History and Culture, an informal organization comprised of 6

regional museums and cultural archives in the Mat-Su Borough. The session described how its members share resources and collaborate to support organizational projects, programs and needs; (2019) *Advocacy NOW*, advocacy workshop consisting of a panel of local, state and national professionals who guided attendees through the Who, What, Where, When and How of advocacy in both Washington D.C. and in Alaska; (2019) *Spirit and Vision at IAIA: An Indigenous Approach to the Field of Museum Studies*, conference session that discussed the indigenous approaches being offered in the field of Museum Studies and how they offer an alternative perspective to how museum professionals approach their work. Session content included a description of the Museum Studies program at the Institute of American Indian Arts, an analysis of how it differs from traditional Museum Studies.

- Northwest Archivist Annual Conference Panelist (2021) - *Redrawing the Roadmap: Perspectives from Indigenous Professionals on Working with Federal Repositories*, a panel presentation with three Tribal collection stewards from the WSU Center for Digital Scholarship and Curation's Tribal Digital Stewardship cohort program about their experience in working with federal repositories to bring their cultural heritage home.
- Northwest Archivist Annual Conference Panelist (2021) - *Acclimating Crisis: Tribal Archives Pivoting Amid COVID*, a co-presentation with TheirStory platform founder, Zack Ellis, about the oral history platform, how it was developed, and how a Tribal collections has used it to redefine how they document their cultural heritage.
- Society of American Archivists Annual Meeting Panelist (2021) - *Implementing Reparative Description for Indigenous Collections*, a discussion focused on implementing reparative description practices in archival collections. Topics addressed included: definitions of reparative description, especially as it relates to Native/Indigenous archival collections; the importance of reparative description, but also its limitations; contextualized reparative description within broader conversations happening inside and outside of the archives field; real-world examples from panelists' experiences; and suggested resources that participants can consult to learn more.
- Society of American Archivists, NAAS Section Panelist(2021) - *Mukurtu Workshop*, a workshop focused on the Mukurtu

Collections Management platform, its history and how cultural organizations are using it to redefine how they manage and provide access to their permanent collections.

- Museums Alaska Annual Conference Workshop Facilitator (2021) - *Unlearning Museum Practices to Build Community*, a guided conversation that provided attendees an opportunity to learn how five institutions are building stronger relationships with Native Tribes by reframing collections care practices and how they do community outreach.
- Digital Libraries Forum Panelist (2021) - *Scaling Training for Tribal Archives, Libraries and Museums + Public Libraries: Access Culture and Community*, a presentation about the new online educational resources that were developed between OCLC and WSU's Center for Digital Scholarship and Curation.
- Rutgers University, Digital Asset Management Certificate Program Symposium Panelist (2021) - *Colloquia for DAM Leaders: New Boundaries in Museums - An Exploration for Contemporary Issues and the Roles of Digital Asset Management*, a webinar exploring contemporary issues around museum equity, reparation, and their digital dimensions. Topics explored include discussions revolving around incremental shifts moving the museum field forward with bold new approaches to how digital asset and collections management supports these innovations.
- ATALM's 2022 International Conference of Indigenous Archives, Libraries and Museums Panelist - *Reclaiming Cultural Expressions Through Equitable Collaborative Pathways* - panel discussing their learning experiences, collaborative curation, piloting Mukurtu CMS websites, and visiting federal institutions. Speakers will share how they prioritize community needs, develop community strategies, and learn from successes and challenges.

## REFERENCES

REFERENCES FURNISHED UPON REQUEST