Michael Bach

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EDUCATION

2014	University of Alaska Fairbanks	M.A. Northern Studies
2009	College of St. Scholastica	B.A. Languages and International Studies
2004	Defense Language Institute	A.A. Persian-Farsi Studies

RELEVANT WORK EXPERIENCE

2017-2018 | Collections Manager; Kodiak Historical Society and Baranov Museum, Kodiak, Alaska

- Manage databases for physical collections, archives, and photo collections
- Supervise Collections Manager Assistant and Registrar
- Process research requests based on the needs of the researchers' timeline and needs
- Coordinate directly with Executive Director to manage collections, facility, and staff needs
- Communicate via verbal and written formats with the general public, scholars, and government entities
- Develop and implement policy structure to guide collections and archives based on best practices and standards
- Conduct community outreach and advocacy
- Serve on committees at both state and local levels

2016 | *Library Specialist for Public Access Services;* City of Kodiak, Kodiak, AK

- Collect and manage daily data relating to collections, circulation, patron and resource usage
- Manage public access collections including planning, policy development, and inventory
- Train and supervise staff and volunteers'
- Manage staff and volunteers' schedules, responsibilities, and daily tasks
- Facilitate public access to physical and digital collections and databases
- Maintain files in accordance with city protocols and records management policy
- Communicate effectively via verbal and written formats with diverse audiences
- Assist with special events, outreach, and public research requests

2014 – 2016 | *Alutiiq Language Archives Specialist;* Alutiiq Heritage Foundation, Kodiak, AK

- Manage and monitor grant objectives, establish strategic plan for digital archive management
- Identify and apply for grant funding from federal, tribal, and state agencies
- Develop and manage language archive and databases
- Supervise, initiate and direct the work of Project Assistant via verbal and written instructions
- Initiate and develop online portal for Alutiiq language archives (alutiiqmuseum.mukurtu.net)

- Perform routine data quality assurances; monitor and assess digital collections risk management
- Author reports, memoranda, comments, scripts, text labels, abstracts, and finding aides
- Collaborate and cooperate with and partner organizations

2012 – 2014 | *Alutiiq Language Multimedia Specialist;* Native Village of Afognak (NVA), Kodiak, AK

- Prioritize project objectives and processing deadlines based on grant schedules and budget in collaboration with stakeholders
- Manage collections planning, acquisitions, policy development and implementation, cataloguing, and inventory
- Disseminate media resources through online portal and developed applications
- Develop and implement policy for long term care of digital collections and archives
- Work independently, prioritize project goals, and ensure successful completion of deliverables
- Gather, transfer, and synthesis media databases
- Develop standardized protocols for access file structuring and digital media conservation

2011 – 2012 | *Research Assistant;* University of Alaska Fairbanks Film Archives / Ted Stevens Papers Project, Fairbanks, AK

- Conduct comprehensive research for exhibits and catalog development
- Assist with development and implementation of exhibits, text labels, abstracts, and finding aides
- Maintain attention to detail when establishing catalog numbers using defined standards and databases; verify catalog numbers and affiliate metadata of ingested archival items
- Process new materials for various stakeholder collections and archives

2003 – 2006 | *Cryptologic Linguist;* United States Air Force, Fort Gordon, GA

- Provide support to Commander's Support Staff at Regional Security Operations Headquarters
- Compile reports, graphs, and tables to represent analyzed data
- Use computers and computer software to preform routine data entry
- Author written reports, memoranda, comments, and oral reports
- Interact directly with Commander, Command Support Staff, commissioned, and enlisted personnel

RELATED SKILLS AND EXPERTISE

- Independently contracted to organize and teach week long digital preservation workshops for endangered language communities
- Proficient with Windows and Macintosh operating systems
- Working competency with Microsoft office Suite
- Adobe suite: InDesign, Bridge, Illustrator, Audition, Captivate
- Web-based tools for back end design, and frontend databases such as Google docs
- File sharing programs such as Dropbox, Google Drive, BaseCamp, Asana, and MeisterTask
- Proficiency in Spanish, Alutiiq, Persian-Farsi