

Research Advisor _____ Date _____
Dr. Gaylene Carpenter, Associate Professor

ACKNOWLEDGEMENTS

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Thank You!

Sincerely,

Nicole C. Warbis
AAD Graduate Student
June 2004

Nicole Christine Warbis

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Objective: To work in a museum, public agency or university in the realm of business administration, curatorial, human resources management, marketing, cultural policy, or arts advocacy.

Summary:

- Public Cultural Policy Administrator Internship experience at the San Francisco Arts Commission, with the Director of Cultural Affairs, Richard Newirth, Summer 2003
- 4 years experience as a University of Oregon employee in Business Management, Project Management and Grant Management, 2000-present

Education:

Master of Arts, Arts & Administration, June 2004

University of Oregon, Eugene, Oregon

Graduated in Museum Management & Public Administration

Master's Project: *'Building a Prison Arts Program through Community Collaboration'*, with Lane County Jail & Sheridan Oregon State Prison

Courses taken included:

Non Profit Management

Arts & Administration

Grant Writing

Graphic Design I-III

Cultural Policy

Exhibit Design

Community Art/Art in Society

Marketing the Arts

Crime & Social Control

Performing Arts Administration

Arts Programming Theory

History Museum Admin

Bachelor of Arts, Art History & Political Science, June 2002

University of Oregon, Eugene, Oregon

Courses taken included:

City Politics

Parties & Elections

Media & Politics

Latin I-III

US Politics

Criminal Justice

Art & Politics

Western Art History I-III

Experience: Program Administrator, February 2003-present

University of Oregon, OLSHEP (OR Labor Safety & Health Education

Prgm)

- develop & maintain grant accounting, and program record filing system
- create posters, fliers, materials, brochures and mailers for program announcements, symposia and registration media
- organize, facilitate and plan training events and conferences
- coordinate program correspondence, materials, announcements with the public, union leaders and state officials regarding health & safety
- conduct state-wide investigative surveys related to public health issues

Executive Internship, June 2003-August 2003

San Francisco Arts Commission, Dir of Cultural Affairs, Richard Newirth

- assist with & observe city committee planning, meetings, fundraising functions, granting panels and budget hearings
- coordinate the Director's daily calendar, meetings, correspondence, phone and editing duties
- catalogue public art into city database
- facilitate and prepare for two full-quara commission meetings including contacting commissioners, taking minutes & preparing for meetings

Assistant Business Manager, February 2002-January 2003

University of Oregon School of Law, Eugene, Oregon

- account management, invoice processing, contract administration, payroll entry, purchasing and procurement management
- maintain & develop updated and efficient human resources filing system, invoice and journal voucher system and tracking databases
- grant accounting, travel reimbursements, monthly reports, audit prep
- supervising three employees and maintaining office after the removal of Business Manager and account technician

Skills: **Desktop Publishing:** Word, PageMaker, Excel, Quattro Pro, Illustrator, Photoshop, Fireworks, DreamWeaver, PowerPoint
Database: FileMaker Pro, Panorama, Access

Activities:

Researcher, Lane County Jail & Sheridan State Prison (OR) – *Prison Arts Program* Jan 2004-
 present
 Architectural Consultant, UO Architecture Terminal Project – *Art Center De* Oct 2003-
 Mar 2004
 Instructor, “Stress in the Workplace” (2 hour workshop) – *UO Law School Staff* Feb
 2004
 Coach, 8th Grade Quad A Girls Volleyball, KidSports – *Cal Young & Monroe Middle* Oct 2003-
 Dec 2003
 Group Worker Volunteer, Lane County Juvenile Detention Center April 2003-
 Oct 2003
 Volunteer Event Staff, American Association of Museums 2003 Annual Meeting
 May 2003
 Liaison, Wayne Morse Center for Law & Politics – *Art of Death Row Exhibit* March 2001-
 Feb 2002
 Volunteer Reader, Westmoreland Elementary School – *S.M.A.R.T. Program* Feb 1999-
 Jan 2002

References: Laird Kirkpatrick, Dean Karen Spradling Debbie Thurman
 Univ of OR School of Law Office Mgr, LERC Supervisor, UO Law

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ABSTRACT

The purpose of this study was to examine *how* current prison arts programmers organize, fund, develop, execute, and maintain an arts program in prison. After answering these questions via interviews and a thorough literature review, the researcher summarized the data retrieved into three main categories of findings: (1) building and maintaining community support, which leads to (2) consistent funding sources and finally to (3) a knowledgeable and consistent arts program facilitator. These three characteristics make up the main ingredients for creating a successful collaboration-based prison arts program model. The model was created to be utilized by either arts facilitators within the prison administration, or as a tool for outside arts partnerships.