



City of Annapolis
 Office of the Mayor
 160 Duke of Gloucester Street
 Annapolis, MD 21401-2517

Mayor@annapolis.gov • 410-263-7997 • Fax 410-216-9284 • TDD use MD Relay or 711 • www.annapolis.gov

Boards and Commissions Application

Personal information

Name Chrisa Rich
 Address 1237 Youngs Farm Road
 City Annapolis ST MD Zip 21403
 Phones Home 410-353-4234 (cell) Other 202-357-6816 (National Archives Museum)
 E-mail chrisa.rich.md@gmail.com

Statement of interest – Why should you be appointed to this board/commission?

-Museum professional with over 25 years federal government and community service in support of the Arts: National Gallery of Art, National Archives Museum and Baltimore Museum of Art.
 -Passionate about growing and unifying the Arts Community for the City of Annapolis; committed to working with our Mayor and our Aldermen/Alderwomen in support of initiatives, events, and outreach.
 -Nominated by Alderman Marc Rodriguez.
 -Asked by past AAIPPC Chair to apply for the position; honored to have the support of current board members.
 -Attended AAIPPC meetings since January of 2018.

Are you a resident of the City of Annapolis? Yes No

Are you an employee of the City of Annapolis? Yes No
 If yes, please state your job title, department & duties.

Do you do business with the City of Annapolis? Yes No
 If yes, please detail.

Are you currently serving on any city boards or commissions? Yes No
 If yes, please list board(s).

Work experience (titles and duties)

Museum Professional with 25 years of service at the following museums:

NATIONAL ARCHIVES MUSEUM - Washington, DC (12 years)

-Special Assistant to the Archivist of the US for Special Events

-Special Visits & VIP Tour Coordinator

NATIONAL GALLERY OF ART - Washington, DC (12 years)

-Senior Assistant to the Director of Special Events and External Affairs

-Senior Assistant to the Director of Exhibits and Conservation

BALTIMORE MUSEUM OF ART - Baltimore, Maryland (1 year)

-Special Events/Volunteer Programs Assistant

Note: Detailed job duties/descriptions provided upon request.

Educational background (certificates, diplomas, degrees, seminars, etc)

Graduate, University of Maryland

BA

Art History and Archaeology

Areas of Study: The Arts, Film, Production, Design and Social Sciences.

Graduate, PG Community College

AA

General Studies

Areas of Study: The Arts, Pre-Law, and Social Sciences.

Other experience (volunteer experience, memberships etc)

Volunteer for AAIPPC - January 2018 to present.

GreenScape Volunteer - Jeremy's Way Street End Park; recipient of community & neighborhood involvement award.

Animal Advocate

Certified Food and Spirit Practitioner

References

Name Missy McNatt - National Archives Museum Phone w) 202-357-5121

Address 700 Pennsylvania Avenue Washington, DC

Name Angela Parks Phone cell) 443-909-0384

Address Winslow Court Annapolis, MD

Name _____ Phone _____

Address _____

Appointees are subject to the provisions of the City of Annapolis Ethics Code, Annapolis City Code Chapter 2.08. Appointees are strongly encouraged to review this Code and contact the City of Annapolis Office of Law and/or City of Annapolis Ethics Commission with all inquiries.

Signature _____ Date September 10, 2018

E-mail electronically completed form to constituents@annapolis.gov. Paper copies may be faxed to 410-216-8284 or mailed to the Mayor's Office address above, attention Boards and Commissions Coordinator.

Christina C. Rich
1237 Youngs Farm Road
Annapolis, Maryland 21403
Chrisa.Rich.md@gmail.com
410-353-4234

EDUCATION:

University of Maryland, College Park, Maryland
B. A., Art History and Archaeology, 1992

Prince Georges Community College, Largo, Maryland
A. A., General Studies, 1983

Bowie Senior High School, 1979
Bowie, Maryland, 20715

WORK EXPERIENCE:

National Archives and Records Administration (NARA)
Washington, D.C.
Center for the National Archives (NWE)
Museum Operations and Public Programs
January 2008 - Present

Tour Office Manager and Coordinator

- Manages the tour office for the Center for the National Archives, Washington, DC.
- Performs technical and administrative support for programs for The Archivist of the United States; conducts tours and coordinates all aspects and details for high profile group such as: The White House, US Cabinet members, Members of US Congress, US Embassy and US Military and US Government Officials, high profile entertainers and national celebrities, NARA Foundation donors and collectors, international colleagues, universities, schools and members of the public.
- Receives, evaluates and responds to written and verbal requests for high profile requests, individual and group tours of the National Archives Experience. Reviews request for appropriateness, purpose, educational requirements, time allotments, and other criteria to ensure compliance with NARA policies and procedures. Determines available resources and operational requirements for requests.
- Consults, collaborates, and coordinates, tours and programs with NARA staff, including Office of the Archivist of the US, Public Affairs and Communications, Congressional Affairs and Communications, Exhibition Division, Conservations, Research Library, Security and facility management and the Foundation for the National Archives.
- Works with staff members and offices in confirming exhibition and preparedness, arranging for proper Security, reserving spaces, scheduling appropriate staff, to facilitate tours and programs.
- Manages day to day reservation operations for Reserve America/recreation.gov for the Washington region.
- Acts as Volunteer Liaison. Schedules docents and volunteers and manages the *Docent Calendar*.
- Uses scheduling and reporting software to reserve tours, visits and outreach programs; assigns volunteers
- Enters and maintains records and statistics; tracks pertinent information; prepares reports used by NARA staff for program analysis and management.
- Plans, prepares maintains and disseminates the master tour and docent schedule for VIP and special tours, guided tours, and self guided visits and meetings.
- Ensures that individuals and groups for whom tours are arranged fully understand and accept the rules and regulations under which the tour or program must operate.

- Corresponds effectively and efficiently in writing and orally with high profile offices such as: The White House, Congressional Offices, US government and military groups, NARA executive offices, educational groups, special groups, and members of the general public.
- Updates online materials, voicemail and print program information for access by the general public as needed. Updating responsibilities include the National Archives Experience on the web, the tourism office public voicemail/information system and public tour brochures.
- Serves as office lead in promoting program efficiency and resolves conflicts efficiently and effectively.
- Works directly with NARA executive offices and staff members, NARA volunteers, US Government Agency employees and officials: The Executive Office of the White House, US Cabinet Officials, US Military Offices, Embassies, Congressional Staff members, academic institutions, museums, tourism, representatives, publishers and authors, civic and community groups, professional organizations, historical societies, and the general public.
- Acts as Congressional Tour Liaison. Visits Congressional Offices on behalf of NARA tour Office and tour programs as needed; provides information and training to Congressional Office Staff with regard to NARA tours and Reserve America.
- Conducts outreach program such as the University of Maryland's *Maryland Day* and *Arts on Foot*.

Performance Award, November 2007

Spot Award August, 2008

Performance Award November, 2008

Time off Award, May 2009

Group Cash Award, June 2009

Performance Award, December 2009

Spot Award, July 2010

National Archives and Records Administration (NARA)

Washington, D.C.

Office of the Archivist

July 2006-January 2008

Staff and Program Assistant to the Archivist of the United States

- Serves as Staff and Program Assistant for the Office of the Archivist of the United States; assists the Deputy Archivist, Chief of Staff, and Senior Special Assistant with office programs.
- Assists in the preparation and execution of special events such as dignitary visits, tours, conferences, meetings, educational and museum group visits.
- Performs administrative and technical duties in support of the programs and activities of the office.
- Assists the Senior Special Assistant in managing the daily activities of the Office of the Archivist; cultivates positive relationships with the Archivist's Senior Staff, NARA staff, and the public.
- Communicates to NARA staff through e-mail, telephone and written correspondence.
- Coordinates senior staff meetings for the Archivist and Senior Staff Assistant.
- Assists the Archivist's senior staff in coordinating private meetings and scheduling with the Archivist.
- Conducts research and compiles information on special projects and programs for the Archivist.
- Compiles research materials in support of NARA Foundation programs, events, and meetings.
- Secures travel arrangements for Archivist of the US and Senior Staff.
- Establishes, reviews, and maintains record schedules, spread sheets, and logs.
- Prepares and maintains reports, executive correspondence, and other executive materials for the Archivist and senior staff as required.
- Supervises and maintains the Archivist's correspondence log for the Senior Staff Assistant.
- Reviews correspondence prepared by the Archivist of the United States and his senior staff members.
- Manages the Archivist's Master Calendar; establishes working relationships with staff in NARA regions and Presidential Libraries in support of the Master Calendar and NARA programs.
- Manages the Archivist's Suggestion Box program; ensures that inquiries and responses are handled

properly, accurately, and courteously.

- Assists the Senior Special Assistant in managing the daily activities of the Office of the Archivist; cultivates positive relationships with the Archivist's Senior Staff, NARA staff, and the public.
- Communicates to NARA staff through e-mail, telephone and written correspondence.
- Coordinates senior staff meetings for the Archivist and Senior Staff Assistant.
- Coordinates volunteer program and assignments for the Office of the Archivist.
- Supervises volunteers for the Office of the Archivist.
- Trains volunteers on proper office procedures and NARA policies necessary to perform assigned tasks.
- Works with colleagues to evaluate the progress and success of the assigned tasks of volunteers.

National Gallery of Art (NGA), Washington, D.C.
Conservation and Exhibitions Division (DCL)
June 1999-July 2006

Conservation and Exhibitions Staff Assistant

- Under the direction of the Chief of Conservation, Exhibitions Division Head and Conservation Administrator, assists in managing the executive and administrative needs for the Conservation and Exhibitions Division.
- Provided executive and administrative guidance for entire division as the Senior Staff Assistant.
- Provided administrative and special projects support for the following departments/labs: Exhibitions, Painting, Sculpture, Paper, Photography, Framing, and Science.
- Acted as division liaison, channeling communication and information between Chief of Conservation Department Heads, Conservators, NGA staff, and museum professionals.
- Planned and coordinated meetings, lectures, conferences, luncheons and tours for Conservation Division.
- Trained new staff members and provided administrative guidance, instruction and materials to new employees, fellows, volunteers and interns.
- Planned and coordinated new NGA employee orientations for the department. Provided introduction to facility via tours and written materials for NGA administrative policies and procedures.
- Assisted the Conservation Administrator with processing contracts and agreements for fellows and interns; worked directly with the NGA Secretary General's Office in support of legal documents and contracts.
- Assisted with donor relations, exhibitions, research, and publications.
- Acted as primary procurement agent for DCL federal credit card purchases. Reviewed and approved departmental budgets and federal orders for Conservation Administrator. Placed orders with service contractors, vendors, and publishers. Conducted monthly and yearly reconciliations. Prepared and submitted weekly, monthly, and yearly procurement reports for Conservation Administrator. Submitted reports to Procurement Department. Created procurement spread sheets as needed.
- Tracked division orders to ensure expedient delivery and maintains federal credit card database.
- Arranged domestic and international travel for Chief of Conservation, Department Heads, and contractors, and assisted with travel reconciliation.
- Prepared and edited monthly laboratory reports and treatment statistics.
- Official Time Keeper for 55 staff members and instructed staff on NGA payroll policies and procedures.
- Managed reservations and arrangements for the Conservation Conference Room, maintains calendar, secured audiovisual equipment, and prepared rooms for events and meetings for NGA.
- Acted as courier for sensitive and confidential documents, contracts, and correspondence.
- Created written and electronic documents, conservation reports and papers, and administrative materials.
- Assisted in coordinating safety and security issues for the division.
- Combined Federal Campaign Team Leader.
- Recipient of Time-Off Awards*

National Gallery of Art, Washington, DC 20565
Office of Special Events (XSE)
April 1994-June 1999

Special Events Assistant, External Affairs

- Assisted the Director of Special Events in all aspects of scheduling, planning and coordinating special events for the National Gallery of Art.
- Conducted special event training sessions for NGA staff members and docent volunteers.
- Trained new staff members on the administrative functions of our department, NGA policies and procedures, small events, dinners, and luncheons.
- Liaison to NGA Trustees, donors, collectors, NGA Executive Officers, Department Heads, entertainers, and gallery VIPS's.
- Collaborated with Corporate Relations, Development and Congressional Relations divisions in the cultivation and stewardship of major donors with regard to special events, small luncheons, and dinners.
- Scheduled and coordinated high profile dinners and receptions (10-1000+guests), meetings, lunches, conferences, auditorium programs, films and tours for NGA Trustees, museum groups, The White House, Embassy and US Government officials, corporate executive officers, and National celebrities.
- Coordinated and supervised event logistics regarding room space, security, press, audiovisual, catering and special facility arrangements.
- Coordinated special security arrangements with United States Secret Service Agents, Protocol Officers, and Embassy staff.
- Responsible for drafting and preparing the *Schedule of Events* for the Board of Trustees and Executive Officer's meetings.
- Managed, prepared and edited *The NGA Special Events Calendar*.
- Developed event budgets and promotional text in support of events.
- Maintained event records, files, and statistics.
- Prepared weekly and yearly event summaries for Director of Special Events.
- Maintained daily records of acceptances and regrets for events, planned VIP seating, and organized escort cards for guests.
- Coordinated special events schedule with various NGA Departments (Exhibitions, Education, Design and Installation, Registrar, Architects) to avoid scheduling conflicts. Met with NGA room space coordinators on a regular basis to eliminate conflicts.
- Maintained official schedule for room reservations for Director's Conference Room, Dining Room, East Building Reception Room and Director's Dining Room.
- Official Time Keeper
- Recipient of NGA Performance Awards
- Recipient of Time-Off Awards

Baltimore Museum of Art
Baltimore, Maryland
May 1983-April 1994

Volunteer, Special Events and Programs Department

- Assisted in planning special events and programs which complimented gallery exhibitions.
- Acted as guide for museum events.
- Assisted with ticketing and logistics.

Greenscape, City of Annapolis Beautification Project
Annapolis, Maryland
1999-present

Volunteer Team Captain/Coordinator for Bayside Garden at Jeremy's Way

Greenscape is a volunteer program, established by Mayor Ellen Moyer to improve the open green space, gardens, and parks throughout the City of Annapolis.

- Developed, created, planned, coordinated and implemented garden project.
- Organized and chaired brainstorming sessions with neighborhood volunteers.
- Met with Mayor Moyer to present ideas and concept for a garden at Jeremy's Way.
- Established a neighborhood design team and secured volunteers.
- Researched native plants for design plan.
- Secured expert advice and collaborated with landscape architects to produce a successful design plan.
- Presented design and volunteer program plans at general meeting to Mayor Moyer, city officials, and Greenscape captains. Plan was selected by Ellen Moyer to receive a special grant in the sum of \$1,200.00 for additional materials, and a hand-carved wooden bench.
- Secured extra volunteers, garden tools and supplies needed for Greenscape Day (planting day).
- Planned and organized breakfast donations from area merchants for planting day celebration.
- Instructed volunteers on how to implement design and which tools to use.
- Divided volunteers into teams and assigned tasks.
- Monitored and assessed progress, and made changes in crew when necessary.
- Incorporated improvement to the garden by developing pet station, purchasing watering equipment, coordinating follow-up maintenance, and establishing a fall clean up day.
- Recipient of monetary grant for materials and improvements*
- Recipient of award for Neighborhood Involvement*

Bowie Racquet and Fitness Club (BRFC, Sport Fit)
Bowie, Maryland 20715
December 1990-April 1994

Marketing Liaison and Front Desk Coordinator

- Marketed club facilities to area businesses.
- Collaborated with businesses to improve community relations and increase sales.
- Coordinated special events, assisted with membership relations.
- Coordinated racquet ball and tennis reservations, member check-in, and answered public inquiries.
- Opened and closed facility.
- Recipient of Employee of the Month Award*

Habeck-Zaitz, Food Brokers
Hanover, Maryland 21076
October 1986-January 1990

Inside Sales Representative and Administrator

- Trained new inside-sales team on operations and procedures.
- Managed, coordinated and processed inside sales business activities between ten major food manufactures and more than eighty distributors.
- Responsible for inside sales, customer service, sample inventory, ordering, bookkeeping, pricing, invoice reconciliation, credits, and collections.
- Maintained sales records and statistics for executives, manufactures, and distributors.
- Presented monthly and yearly sales reports at general sales meetings to executive staff and sales team.
- Established and analyzed marketing strategies with Marketing Director.
- Assisted Marketing Director in planning and producing local food shows and sales meetings.

- Provided customer service and maintained account records.
- Communicated daily with manufacturing executives, shipping companies, and sales team.
- Strengthened customer relations by effectively handling urgent requests.
- Consistently met yearly and quarterly sales goals.
- Recipient of performance awards and monetary bonuses for meeting sales goals*

Springhill Lake Conference Center
Greenbelt, Maryland 20770
October 1985-November 1986

Assistant Director for Community Relations

- Planned, organized, and supervised events for the Springhill Lake Conference Center.
- Planned events and contracted speakers to target the interests of the community.
- Maintained calendars and prepared budgets for all upcoming events.
- Prepared weekly and monthly event reports for the Community Relations and Marketing Directors.
- Supervised Program Assistants, office and facility staff.
- Researched, created, and edited promotional materials and press releases for events.
- Developed and implemented new office procedures and contract formats for events.
- Hosted special events, corporate meetings, receptions, and dinners.
- Worked directly with Community Relations Director to secure program support from area businesses and develop positive community relations.

Texas A&M Research Foundation
TAMU Campus
College Station, Texas
March 1983-August 1983

Purchasing Property Staff Assistant II, Public Relations

- Responsible for acquiring government owned property for use on Texas A & M University sponsored research projects.
- Worked directly with professors, principal investigators, students, and government agencies.
- Scheduled and conducted equipment presentations with project teams to assess the status, efficiency, and productivity of scientific equipment.
- Developed positive relations with campus personnel by visiting research sites on a regular basis.
- Maintained an inventory on all property acquired.
- Prepared and developed training manual for computer procedures and inventory purposes.
- Assisted Purchasing Assistant III.

Related Awards, Memberships:

Performance Awards, National Archives and Records Administration
 Spot Awards, National Archives and Records Administration
 Time-Off Award, National Archives and Records Administration
 Time-off Award, National Gallery of Art, Conservation Department
 Performance Award, National Gallery of Art, Special Events Department
 Time-off Award, National Gallery of Art, Special Events Department
 Performance Awards (monetary and gifts), Habeck-Zaitz Food Brokers
 Employee of the Month, Bowie Racquet and Fitness
 Greenscape Volunteer Award, *Neighborhood Involvement*, Annapolis, Maryland

Greenscape Member/Volunteer 1999-Present
Bowie High School Reunion Committee Chair and Event Coordinator, Class of 1979
Debate Team, P. G. Community College, Largo, Maryland
Junior and Senior Class Vice President and Alumni Coordinator for Bowie High School, Bowie Maryland
Volunteer, Eastport Civic Association, Annapolis, MD
Volunteer SPCA, Anne Arundel County
Volunteer Leukemia and Lymphoma Society
Special Emphasis Program Manager, National Archives
EEO, Diversity and Inclusion, and Human Capital Program Support
Arts Advocate
Member Destination DC
Volunteer/Consultant Annapolis Art In Public Places Commission
Certified Food and Spirit Practitioner