

Staff Work Load Form

Name:
Title: Archivist

Calendar Year: 2016
CLID:

Section 1: Center for Louisiana Studies Responsibilities

PROJECTED Activity	ACTUAL Activity
Help arrange 3 house concerts	<ul style="list-style-type: none"> *Meeting with David Greely 2/18 (Booked David and Blake for concert), KRVS interview 5/3. *Cooked for and assisted with concert held 5/4/16 *Booked Magnolia Sisters – Assisted with concert in August. *Meeting with Ryan Dejean about possible collaboration with Sickbay for a 2017 house concert. *Meeting with Barry and Caroline Ancelet on 11/17 for Goldman Thibodeaux concert *Interview with Herman Fuselier for newspaper article on 11/28 *KRVS Interview 11/30 *12/3/16 – Cooked for and and assisted with Bourque/Goldman concert
Record Festivals Acadiens 2016	<ul style="list-style-type: none"> *Met with Pat Mould to order drives and arrange for a golf cart for use during festival. *Met with Paul McCasland to arrange recording for Heritage and Anniversary Stages. Arranged hard drive situation with Jimmy Duhon for Atelier Stage. *Purchased cable tester and tested all of the snakes used to record Festival. Resoldered all weak or broken connections. *Multitracked 4 stages and stereo tracked 1 stage at Festivals Acadiens with Pudd and Zack

	<ul style="list-style-type: none"> *All files transferred to server and double checked *Multitrack files transferred to TeamJaded for documentary 11/29 and files transferred to Lil Nate for a live CD project (Permission granted from Pat Mould).
Produce Festivals Acadiens Bootleg CD and/or Walter Mouton Festival CD.	<ul style="list-style-type: none"> *Worked with Tony Daigle to mix a 4 song sampler to pitch project to Walter Mouton. Went to Walter for approval of project. *Made rough mixes of all multitracked sets, some 10 hours of material, cataloged and chose songs for album with Barry and Pat. *Went to Walter's house to scan images used in liner notes. *Directed production of album. Completed and drove master CD to Ville Platte for press Sept 6. Album received in early October. Sold CD's with Pudd and Zack at FAetC
Assist in overseeing grad students and student aids	<ul style="list-style-type: none"> *Worked with Zack on: Greg Guirard microcassettes, Rickels cassettes, Zachary Richard VHS collection, Ancelet Cassettes, Iris Chauffée cassettes *Worked with Molly on Barry Ancelet slide scanning (spring) *Meaghan – Hilliard and AJ LeBlanc VHS Collections (fall)
Assist in digitizing and managing image collections	<ul style="list-style-type: none"> *Allan Images – Rescanned and corrected cataloging in A and B Folders. Turned over collection to the CCMC and will continue scanning and cataloging when the new catalog system is up and running. *Located, cleaned and scanned image slides requested by BJA for a presentation on 11/8/16
Continue baking/redigitizing Ancelet reel to reel collection	<p>AN1.018 to AN1.170 – New, higher resolution transfers completed for these 152 tapes. Tapes that needed restoration work were either baked, wound correctly, or relubricated prior to redigitization. Leader and tail tape were spliced onto all tapes.</p>
Digitize collections	<p>All materials that were in need of restoration work prior to digitization were dealt with. For audio and closed reel video materials, this includes baking, re-splicing, repairing tears,</p>

	<p>undoing tangles, installing leader and tail tape, re-casing cassettes, lubricating. For images, dust, fingerprints, and other marks are removed prior to scanning.</p> <ul style="list-style-type: none"> *Moriah Istre MiniDV tapes *David Haug reel to reel collection *Goldband recordio discs *Espinosa addition (Files uploaded to LA digital library) *Zachary Richard MiniDV tapes *Zachary Richard VHS tapes (completed current batch with Zack) *Fuselier Collection addition *Castille Collection (In progress) *Seagrant Minidiscs *Segura Cassettes
<p>Work with other CLS divisions on projects that include an archival component when needed</p>	<ul style="list-style-type: none"> *James Rivers Prize ceremony *Assisted Pudd with sound issues at Hilliard Dancehall exhibit *Assisted Linda with yearly inventory check
<p>Transfer collections on CD/DVD to server</p>	<ul style="list-style-type: none"> *Ripped and transferred Zachary Richard DVD's *Ripped Seagrant DVD's to server
<p>Finalize archive organization plan from 2015 and work on issues of additional storage needed on this side of the hall</p>	<ul style="list-style-type: none"> *Storage for Documentary VHS collection. These tapes were previously stored on an open shelf in the front. Now have a dedicated storage drawer. *Made storage space for additional Ancelet cassettes that had been stored in boxes. *Continued working on spreadsheet and cabinet labels as needed that show where physical collections are housed within the archive.
<p>Cataloging of collections</p>	<ul style="list-style-type: none"> *Allan Images *Working with Zack on A.J. LeBlanc Collection and Cormier

	<p>Cassette collection.</p> <p>*Pat Tatum (volunteer) has been working on cataloging In Your Own Backyard with assistance from Pudd and myself.</p> <p>*Angela Bowman (volunteer) assisting with Festivals Acadiens cataloging</p>
<p>Prepare for folklore classes to be taught at Augusta Music Camp</p>	<p>*Prepped for classes but Augusta was cancelled. Saved the work that I did for other projects</p>
<p>Acquire Collections</p>	<p>*Frank Randol (addition from First Baptist Church)</p> <p>*Moriah Istre MiniDV collection</p> <p>*Iris Latour Chauffé</p> <p>*Cheryl Castille Cassettes</p> <p>*Segura cassette collection</p> <p>*Fuselier collection (addition)</p> <p>*Zachary Richard VHS and Oral History Collections</p> <p>*Schexneyder Collections (addition)</p> <p>*Cormier Collection (CO12)</p> <p>*Jason Theriot (addition to collection)</p> <p>*Haug, David reel to reel collection</p> <p>*Goldband trip in January and addition to that collection</p> <p>*Pat Tatum – Photographs and film</p>
<p>Conduct fieldwork</p>	<p>*Arthur Leger Interview</p> <p>*Helen Boudreaux Interview</p> <p>*Eldine Benoit Interview</p> <p>*Interview with Zack's family</p> <p>*Interview with Barry and Bee Cormier</p> <p>*Interview with Merlin Fontenot</p> <p>*Interview with Moise Baudoin</p> <p>*Interview with Ellis and R.C. Vanicor</p> <p>All of the above with Zack</p> <p>*Conducted interviews of Walter Mouton and Wayne Toups with Barry. These interviews were transcribed and used as</p>

	liner notes for the CD.
Other activities completed included below	<ul style="list-style-type: none"> *Made rough mixes of approx. 25 sets from Festivals Acadiens *10/6/16 – sent files to Angela Bowman (volunteer) for cataloging. *Recording documentary segment focusing on the archive for “Roots of Fire.” *Working on refurbishing wire recorder donated by Jane Vidrine and the record lathe that came from Goldband Records. *Brought tapes from Zachary Richard collection back to Scott for LPB to do transfers.
Meetings	2/23 with Frank Randol to discuss “Bon Temps” recordings
	2/24 with Jessie Guidry to discuss Frank Randol/LCVC project
	4/20 with Jason Theriot – addition to collection
	4/15 with Sandy Wilson regarding Zack’s funding
	5/2 Avery Island visit to prep for house concert 5/4 Meeting with Mason McClain in Denham Springs – new collection scouting. Didn’t work out. Wanted money for a small amount of material that didn’t really seem to fit what we do.
	6/23 Meeting with Mel from V’ville – teachers conference prep. 7/10 Meeting with Mitch Schexneyder about additional collection materials and Cormier Collection 9/28 Met with Ryan DeJean re: house concert in 2017 10/7 Met with Paul McCastland and J.J. Callier to prep for FestAcad recording

	11/1 Meeting with Drupal web designers for catalog 11/16 FLSA Meeting
	11/17 Meeting with Flax and David Daquin from Gannett 12/13 Meeting with new archivists in UL Archive. 12/14 Meeting with Butchers concerning donation.

Section 2: Other Activities

A. Research and Scholarship	PROJECTED Activity	ACTUAL Activity
	Participate in conference(s)	
B. Teaching	Teach at Augusta Music Camp	*Cancelled by Augusta
	Applied Music Class for Traditional Music Program	*AMUS 160 Spring Semester *AMUS Jam Session 8/22 at union *Assistant for AMUS 160 Fall Semester
		*Mardi Gras traditions and music – ASH 1 st , 2 nd , 3 rd grade classes
		*Presentations for 5 French classes at Broadmore Elementary School on May 10 *Vermilionville teachers' retreat – Taught a short Cajun music history class, talked about resources available at ACCF, and put on an instrument building workshop. Prep work for instrument making workshop happened over the two weeks leading up to the workshop. *Presentation with Pudd for John Troutman's UNIV 100 class. Helped

		<p>several students over the course of the fall semester with research and project ideas and was interviewed for a project on 10-24-16</p> <p>*Interviewed by LSU student on 10/10 for an LSU newspaper article</p> <p>*Taught two Cajun Music history/evolution classes at Ashokan New Year's Camp.</p>
C. Grants and Awards		Secured funding from Sandy Wilson to pay for Zack Fuselier over the summer 2016 break. In addition to Spring/Fall funding.
D. Professional Service	Digitize/Repair Recordings	<p>*Festival International R2R</p> <p>*Tom McMahon video collection (\$350)</p> <p>*VHS digitization for Mary Ann Wilson</p> <p>*Pearson Cross Reel to Reel tapes (\$50)</p>
E. University/College Service		<p>*Performed with Zachary Richard at LEH Award ceremony in New Orleans</p> <p>*Performed at LEH gathering on 9/28 with Kristi Guillory for premiere of Charlie Richard's film.</p>

		*Filmed segment for LPB with Zachary Richard for "Attakapas" 12/10/16
		*Performed for Constitution Day celebration for Pearson Cross
F. Community Service		*Digitized a couple of tapes for Helen Boudreaux (local musician and interviewee) *Digitized an LP of French children's songs for Brenda Mounier to use in a French class.

For Projected Activities:

Staff Member: _____ Date: _____

Director: _____ Date: _____

**General Performance Evaluation
To Be Completed By the Director**

	Not Satisfactory	Needs Improvement	Satisfactory	Exceeds Expectations
1. Quality of Work*				
2. Task Management*				
3. External Communication*				
4. Teamwork & Collegiality*				
5. Creative Project Development*				
6. Policy & Safety Compliance				

*See following page for descriptive explanations.

1. QUALITY OF WORK:

- a. Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession.
- b. Errors are infrequent, are recognized prior to completion of project, and/or are corrected as soon as identified with little to no disruption of service.
- c. Makes efficient and appropriate use of materials resulting in sufficient cost effectiveness and little to no waste of resources.
- d. Adheres to requirements for recordkeeping and documentation of work in a manner readily understandable to others and sufficient for effective use by self and others.

2. TASK MANAGEMENT:

- a. Completes required volume of work by established deadlines.
- b. Sufficiently prioritizes tasks and organizes work flows. Adapts to work changes and re-prioritizes appropriately.
- c. Provides sufficient updates to supervisor/other relevant parties on the status of assigned work. Appropriately escalates work concerns to management when warranted.
- d. Does not require an excessive degree of oversight or correction. Does not place an undue burden on supervisor or colleagues to complete assigned tasks.

3. EXTERNAL COMMUNICATION:

- a. Clearly and accurately conveys information in a manner suitable for the target audience.
- b. Actively listens to determine the most effective way to address stakeholder needs and concerns.
- c. Maintains a professional and respectful tone and exhibits diplomacy when dealing with sensitive or confrontational situations.
- d. Generates interest in Center for Louisiana Studies projects through proper channels.

4. TEAMWORK & COLLEGIALITY:

- a. Communicates and engages directly, clearly, and tactfully with colleagues and demonstrates respect for diversity and differing points of view among colleagues.
- b. Shares knowledge and resources to reach common goals. Provides feedback and healthy dialogue on performance and operational issues, as requested. Willingly adapts to change and adheres to decided actions.
- c. Honors commitments, adheres to workplace rules, and performs additional duties when team members are absent, during times of increased workload, or as otherwise requested by management to meet business needs.
- d. Stays productive and focused on assigned tasks during assigned work hours and maintains a sufficient level of accessibility when away from the office to minimize impact on operational needs.

5. CREATIVE PROJECT DEVELOPMENT

- a. Works on own or in cooperation with other Center staff to address needs as they emerge.
- b. Engages in creative thinking to develop new initiatives for the Center for Louisiana Studies and/or its divisions.
- c. Listens to constructive criticism of creative endeavors and to implement suggestions when necessary.
- d. Provides expertise-based input on new initiatives of the Center for Louisiana Studies and/or its divisions.

6. POLICY & SAFETY COMPLIANCE:

- a. Complies with University personnel policies, including adherence to prohibitions on harassment, discrimination, and workplace violence, and protection of confidentiality of personnel records for employees, students, research subjects, patients, and others as required.
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Comments:

Actual activities far exceeded projected activities. It was a very good year.

General Performance Evaluation Score: /24

Corrective Actions:

None

Staff Member: _____ Date: 2/20/17

Director: _____ Date: 2/16/17

Second-Level Supervisor: _____ Date: 2-16-17

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Center for Louisiana Studies
Staff Work Load Form

Name:

Calendar Year: 2015

Title: Assistant Director for Research

CLID:

Section 1:

Responsibilities

PROJECTED Activity	ACTUAL Activity
Add to Louisiana Dancehall collection (audio, film, & paper)	Conducted numerous interviews (audio & film), digitized 8mm films of Martinez dancehall, collected photos, and press
Add to and manage LouisianaDancehalls.com	Total number of halls on the website now at 1684, added new halls, photos, information, and videos
Assist researchers (students, academic, & public) with ACCF materials	Local Learning student lesson plans, Cajun and Creole Music class, French class, Coton Jaune film, Old Spanish Trail project, approximately 60 other walk in researchers
Assist CLS staff with technical issues	Audio, video, computers, scanners, etc.
Digitize audio, film, and images for ACCF	8mm and 16mm films, scan images, Johnnie Allan photo re-scans, materials from CLS events
Catalog materials for ACCF	Various collections including Kristie Guillory video, <u>Reader films</u> , and CLS materials
Assist in CLS public events	Gun Violence symposium, Path to a New Acadia, Winter book sale
Assist in recording Festival Acadiens et Creoles performances	Worked two 24 track digital recorders and Zoom recorder



Film CLS research and events	Gun Violence symposium, Path to a New Acadia, interviews
Assist in production of Festival Acadiens et Creoles and LA Folk Master CDs	Reviewed music and gave input on artwork, graphic design, photos, and sequencing
Meet with outside entities concerning partnerships and events	Festival Acadiens et Creoles, Local Learning program, TED X, National Center for Preservation Technology and Training, Harry LaFleur book, Deb Fleming (BBC documentary), Julie Caine and Ben Pagic (NPR), and Planetarium music exhibit
Assist and oversee graduate assistants	Mollie DeMoor, Zach Fuselier, Jess Hager, and Maegan Smith
Assist and oversee volunteers	Cecile Miller and Pat Tatum
Assemble and deliver academic presentations	PCA/ACA (4/3) and Local Learning Summer Institute (7/31)
Write and administer grants	NEH Preservation Assistance, NEH Common Heritage, and LCVC Enterprise Fund
Direct existing grants	LCVC Enterprise Fund
Work with other CLS division that include research component when necessary	Conferred with CLS staff members about projects
Acquire collections	Additional A.J. LeBlanc materials, Robert Thibodeaux films, Goldband Records, Pat Tatum
Digitizations for hire	Loyola Special Collections, Patrick Gibbens, Jean Carlos Torres, Blair LeBlanc
Photo useage	ACE Records

unrelated?

Section 2: Other Activities

A. Research and Scholarship	PROJECTED Activity	ACTUAL Activity
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	Dancehall research	Conducted dozens of interviews, got photos, films, and information for collection
	Research possible dancehall trail and organization	Conferred with Texas Dancehall Preservation and Mississippi Blues Trail organizers- ongoing collaboration
	Lafayette Mardi Gras Indian research	Collected preliminary contacts, conducted fieldwork and took photos at Clark Field
B. Teaching	Local grade school class room visits	Episcopal School of Acadiana and Lafayette High School
	Possible teaching in National Network for Folk Arts in Education "Local Learning" program	Fourteen high school juniors and seniors- French students- training in interviewing, film, and folklore for Vermilionville documentary- ongoing project
C. Grants and Awards	Apply for grants	NEH Preservation Assistance, NEH Common Heritage, LCVF Enterprise Fund
D. Professional Service	Executive Board member and Treasurer for the Louisiana Folklore Society	Re-elected to Executive Board and Treasurer position for 2016-2018
	Executive Board member for Louisiana Folk Roots	Resigned August 2015
E. University/College Service		Digitized materials for UL Athletics, College of Liberal Arts, and Dupre Library Special Collections, assisted with audio and recording events for the Gaines Center and Dupre

- awarded?

		Library Special Collections
F. Community Service	Visit classrooms	ESA New Iberia and Lafayette High School
	Give public presentations	Rotary Club St. Martinville (6/11), West Baton Rouge Adventure Club (8/6), Lake Charles SAGE lecture series (9/21), Cub Scouts (10/6), and Lafayette Junior Leaders (1/13/2016)
	Volunteer	Festival International, Festival Acadiens et Creoles

For Projected Activities:

Staff Member: _____

Date:

Director: _____

Date:

**General Performance Evaluation
To Be Completed By the Director**

	Not Satisfactory	Needs Improvement	Satisfactory	Exceeds Expectations
1. Quality of Work*				
2. Task Management*				
3. External Communication*				
4. Teamwork & Collegiality*				
5. Creative Project Development*				
6. Policy & Safety Compliance				

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Comments:

Corrective Actions:

Staff Member: _____

Director: _____

Second-Level Supervisor: _____

Date: 2/4/16

Date: 2/4/16

Date:

Staff Work Load Form

Name:
 Title: Assistant Director, Programming and Special Projects

Calendar Year: 2016
 CLID:

Section 1: Responsibilities

PROJECTED Activity	ACTUAL Activity
Atchafalaya National Heritage Area Commission—chair of commission, attend commission meetings every other month in Baton Rouge, serve on Education and Development/Sustainability committees, development of new initiatives	Completed all listed activities. Also, worked with FA16 ARCH 501 class on design concepts for future ANHA Welcome Center and Research Facility. Re-elected chair of commission in November 2016.
AOC Board—vice-chair of board, board retreat organizer, attend monthly board meetings, chair of Education Committee	Elected Chair in June 2016. Planned board retreats in February and June 2016. Attended Alliance for Community Media conference in Boston, August 2016.
Acadiana Food Alliance board—attend monthly meetings, serve on Finance Committee	Also serving on Outreach and Grant Committees. Organized Iberia Parish Field Trip, September 2016.
“Encore” radio show—serving as co-producer, pull material from archives weekly, coordinate guests and share hosting role occasionally	No longer providing content (in part due to database server issues).
Bayou State Book Talks—design posters, issue press releases, attend events as needed	Completed all listed activities.
Assist in archiving projects as needed	Completed all listed activities.
Louisiana Folk Masters CD series—release Freeman Fontenot single disk, prepare liner notes, supervise design and packaging, develop marketing plan for sales	Interviewed Laurence Ardoin. Found FF recording in archives at UNC-Chapel Hill, working to include it in playlist. Alternately, will use to enhance liner notes. Still in progress.
Louisiana Folklore Society—secretary on board, conference presentation, associate editor of <i>Louisiana Folklore Miscellany</i>	Withdrew conference presentation. Launched newsletter in July. Completed volume 26 of <i>Miscellany</i> .

+
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+
✓
✓
+

Bilingual Signage Task Force—complete DOTD policy revision recommendations and state supplement	Met with CODOFIL in May and December 2016 to begin approaching local mayors for support.	?
Monthly CLS newsletter issued via Constant Contact	Completed all listed activities. Skipped June 2016 (no news)	+
CLS Fellows communication and support as needed	Completed all listed activities.	✓
Website maintenance as needed—complete Louisiana 101 section	Need to review with Meghan and launch.	-
Bayou Teche Paddle Trail—FHWA grant completion this year! Install 8 floating docks along the Teche and complete all grant paperwork	(If only) Sites reduced from 8 to 4, all paperwork completely arrived and approved by appropriate agencies. One location fully completed (Loreauville).	+
House Concert fundraisers: quarterly cycle	May 6, Avery Island w/ David Greely August 4, Pearson Cross' house w/ Magnolia Sisters December 3, Barry Ancelet's house, Goldman Thibodeaux and Darrell Bourque	+
LA Femme / Women of Louisiana: A Symposium on 3/16/16—planning, promotion and all organizational tasks	Completed all listed activities.	+
HNOC conference: Perspectives on New Orleans Architecture, 2/19-20/16	Attended.	✓
Historic and Cultural Preservation Coalition 2/16/16 and other meetings	Attended.	✓
MissLou Rural Tourism—Louisiana organizing partner, workshop planning and implementation	Hosted January 2016 workshop in Leesville, LA. Presented at May 2016 workshop in Poplarville, MS. Launched Weekend Experience tour design contest in May 2016.	✓
COLA Engagement and Outreach Committee—attend meetings	Attended.	?
	St. Luc Immersion School Steering Committee	?
	St. Landry Parish Tourism Stakeholders meetings and luncheon.	?
	Opelousas Tricentennial Planning.	✓

Section 2: Other Activities

	PROJECTED Activity	ACTUAL Activity	
A. Research and Scholarship	Mardi Gras Bead Research ? ,	Attended Dancehalls Symposium, March 2016. Attended Louisiana Folklore Society meeting, April 2016. Attended La Semaine Française, April 2016.	+
		Began Graveyards of South Louisiana research project.	?
B. Teaching	UNIV 100 in Fall 2016	6 service projects completed. One awarded Honorable Mention by OFYE.	✓
C. Grants and Awards	FHWA grant listed above	Permits revised, Environmental Clearances reviewed, Purchase Order issued, 1 st dock installed.	+
D. Professional Service			
E. University/College Service	COLA Communications and Planning Committee	Attended.	✓
		Judged Regional Social Studies Fair.	✓
	HOSP class visits	2/12/16	✓
F. Community Service			

For Projected Activities:

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Director: _____ Date: _____

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To Be Completed By the Director

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Comments: General Performance Evaluation Score = 124

Positives:

-
- ✓ •
-
-

Items for discussion and/or clarification:

- ✓ •
- ✓ •
- ✓ •
- ✓ •

in relation to

Concerns:

- ✓ •
- ✓ •
- ✓ •

Corrective Actions:

-
-
-

Staff Member: _____

Date: 2/20/17

Director: _____

Date: 2/16/17

Second-Level Supervisor: _____

Date: 2-16-17

Staff Work Load Form

Name: Calendar Year: 2016

Title: Assistant Director for Research CLID:

Section 1: Responsibilities

PROJECTED Activity	ACTUAL Activity
Add to ACCF collection	Dance hall collection, Vermilionville and Local Learning
Add to and manage LouisianaDancehalls.com	Conducted numerous interviews (audio & film), collected photos, and press Morgan City and Pierre Part photography 2/5 Opelousas interviews 8/3 Benny Graeff interview 8/11 Bobby Allen 9/26 Ray Vidrine 10/6
Assist researchers (students, academic, & public) with ACCF materials	Local Learning student lesson plans, Cajun and Creole Music class, UNIV 100, 3 Public History courses, French class, Old Spanish Trail project, approximately 50 other walk in researchers including Christine Savoie 2/11 about WW2 Prospective grad student visit 6/22 Sara Crosby 8/2 about monster legends Thomas Cauvin's class 3/24 Tracey Chaplin 9/1 about Isle de Jean Charles Stephanie Marker 10/4 & 11/8 Heather Stone 11/7 about Isle de Jean Charles

Assist CLS staff with technical issues	Audio, video, computers, scanners, etc. Met with web guys about Drupal 3/10, 8/23, 11/1 Met with Brian about server 6/14
Digitize audio, film, and images for ACCF	8mm and 16mm films, scan images, Johnnie Allan photo re-scans, materials from CLS events
Catalog materials for ACCF	Various collections including dance hall video & CLS materials Cataloging has been slow due to database issues
Assist in CLS public events	KRVS interview 7/28 for house concert Set up 8/4 for house concert at Cross residence KRVS interview 5/3 for house concert Set up 5/4 for house concert Avery Island KRVS interview 11/30 for house concert Set up 12/3 for house concert at Ancelet residence KRVS interview Festivals Acadiens et Creoles 9/27 for dance hall symposium Festivals Acadiens et Creoles 9/27 for dance hall symposium
Assist in recording Festivals Acadiens et Créoles performances	Recorded 3 stages at Festivals Acadiens with Chris and Zack Assisted in breakdown and transporting equipment and hard drives to CLS office
Film CLS research and events	Other than fieldwork, this has been taken over by AOC
Assist in production of Festival Acadiens et Creoles and LA Folk Master CDs	Listened to tracks, gave a little input to Chris for track order Assisted Chris and Zack in selling CDs when Walter Mouton played
Meet with outside entities concerning partnerships and events	Met with Vermilionville staff about archiving Local Learning radio and video interviews Met with KNHS board about promoting the radio station and assisting with promo materials Met with Attakapas Gazette group Brainstorming committee

	<p>Met with Paddy Bowman about housing the Local Learning interviews 1/27</p> <p>Met with Festival International media committee about digitizing tapes 2/29</p> <p>Met with Festivals Acadiens et Creoles about photo exhibit</p> <p>Attended SEAGRANT Coastal Research Priorities meeting 10/3</p> <p>Met with UL Archivist and Digital Archivist about archive & CLS relationship 12/13</p> <p>Festival Acadiens et Creoles, Local Learning program, TED X,</p> <p>Met with National Center for Preservation Technology and Training concerning dancehall symposium</p> <p>Met with Harry LaFleur concerning documenting his life</p> <p>Met with Planetarium concerning music exhibit</p> <p>Attended LCVC luncheon 8/10</p>
Assist and oversee graduate assistants	<p>Joey David- set up to catalog video</p> <p>Mollie DeMoor- slide scanning</p> <p>Zack Fuselier- audio ingest and video ingest</p> <p>Jess Hager- sorting and scanning Pat Rickels collection,</p> <p>Megan Sylvester- ingesting video, website work</p> <p>Megan Smith- ingesting video, website work</p>
Assist and oversee volunteers	<p>Pat Tatum comes in most Thursdays to catalog video, either IYOB or documentaries</p>
Assemble and deliver academic presentations	<p>Presented at Local Learning meeting 1/16</p> <p>Presented at NCPTT Dance Hall symposium 3/21-3/23</p> <p>FAeC photo show at Hilliard Museum 9/9-10/17</p> <p>Presented at Festivals Acadiens et Creoles dance hall symposium 10/13</p>
Write and administer grants	<p>LCVC grant- Computers and LouisianaDancehalls.com support</p>
Direct existing grants	<p>LCVC grant- ACCF:Database and Equipment</p>
Work with other CLS division that include research component when necessary	<p>UL Press Yvette Landry meeting 7/20 about filming</p> <p>James Rivers Prize ceremony</p> <p>Assisted Linda with yearly inventory</p>

Acquire collections	Beverly Latimer papers and tapes Pat Tatum photographs Goldband commercial recordings and materials (addition)
Digitizations for hire	Pearson Cross reel to reel audio and 8mm films
Photo usage	Managed Allan images- ACE Records (15 images- \$150)
	Assisted Linda with UL image collection usage

Section 2: Other Activities

A. Research and Scholarship	PROJECTED Activity	ACTUAL Activity
	Dancehall research	Conducted interviews, collected information, photos, and video for collection
	Research possible dancehall trail and organization	Conferred with Texas Dancehall Preservation and Mississippi Blues Trail organizers at NCPTT symposium- ongoing collaboration
	Lafayette Mardi Gras Indian research	New photos
		Attended "Music in Acadiana" exhibit premiere at Natural History Museum
B. Teaching	Local grade school class room visits	Junior Leadership Lafayette 1/13/2016
	Possible teaching in National Network for Folk Arts in education "Local Learning" program	Lafayette High School Vermilionville film project Northside High School KNHS radio project

		Taught a documentary film class for Conni Castille's UL students 9/29
C. Grants and Awards	Apply for Grants	LCVC grant awarded \$3000
D. Professional Service	Executive Board member and Treasurer for the Louisiana Folklore Society	4/7-4/8 LFS conference in Lake Charles Treasurer duties
	Executive Board member for Louisiana Folk Roots	Resigned August 2015
	Chair of ticket counting committee for Festival International	Chair meetings 4/11 and 4/14 Counted tickets 4/21-4/25
		Attended Local Learning teacher workshop 8/2
		Joined KNHS Executive Board
E. University/College Service		ArTech Fusion presentation 3/18 Screened "Water on Road" at Hilliard Museum on 2/17 Member of the Hilliard programming committee
F. Community Service	Visit classrooms	Northside High School LA music lecture 9/20
	Give public presentations	Hosted Les Vue "Vermilionville: Made by Hand, Built on Tradition" on 7/25 Exhibit walk through and presentation for Festivals Acadiens et Creoles dance hall photo show 9/28 Presented at Festivals Acadiens et Creoles Atelier Tent on dance halls 10/15
	Volunteer	Festival International ticket counting Festival Acadiens et Creoles ticket counting

For Projected Activities:

Staff Member: _____ Date: _____

Director: _____ Date: _____

General Performance Evaluation
To Be Completed By the Director

	Not Satisfactory	Needs Improvement	Satisfactory	Exceeds Expectations
1. Quality of Work*				
2. Task Management*				
3. External Communication*				
4. Teamwork & Collegiality*				
5. Creative Project Development*				
6. Policy & Safety Compliance				

*See following page for descriptive explanations.

1. QUALITY OF WORK:

- a. Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession.
- b. Errors are infrequent, are recognized prior to completion of project, and/or are corrected as soon as identified with little to no disruption of service.
- c. Makes efficient and appropriate use of materials resulting in sufficient cost effectiveness and little to no waste of resources.
- d. Adheres to requirements for recordkeeping and documentation of work in a manner readily understandable to others and sufficient for effective use by self and others.

2. TASK MANAGEMENT:

- a. Completes required volume of work by established deadlines.
- b. Sufficiently prioritizes tasks and organizes work flows. Adapts to work changes and re-prioritizes appropriately.
- c. Provides sufficient updates to supervisor/other relevant parties on the status of assigned work. Appropriately escalates work concerns to management when warranted.
- d. Does not require an excessive degree of oversight or correction. Does not place an undue burden on supervisor or colleagues to complete assigned tasks.

3. EXTERNAL COMMUNICATION:

- a. Clearly and accurately conveys information in a manner suitable for the target audience.
- b. Actively listens to determine the most effective way to address stakeholder needs and concerns.
- c. Maintains a professional and respectful tone and exhibits diplomacy when dealing with sensitive or confrontational situations.
- d. Generates interest in Center for Louisiana Studies projects through proper channels.

4. TEAMWORK & COLLEGIALLY:

- a. Communicates and engages directly, clearly, and tactfully with colleagues and demonstrates respect for diversity and differing points of view among colleagues.
- b. Shares knowledge and resources to reach common goals. Provides feedback and healthy dialogue on performance and operational issues, as requested. Willingly adapts to change and adheres to decided actions.
- c. Honors commitments, adheres to workplace rules, and performs additional duties when team members are absent, during times of increased workload, or as otherwise requested by management to meet business needs.
- d. Stays productive and focused on assigned tasks during assigned work hours and maintains a sufficient level of accessibility when away from the office to minimize impact on operational needs.

5. CREATIVE PROJECT DEVELOPMENT

- a. Works on own or in cooperation with other Center staff to address needs as they emerge.
- b. Engages in creative thinking to develop new initiatives for the Center for Louisiana Studies and/or its divisions.
- c. Listens to constructive criticism of creative endeavors and to implement suggestions when necessary.
- d. Provides expertise-based input on new initiatives of the Center for Louisiana Studies and/or its divisions.

6. POLICY & SAFETY COMPLIANCE:

- a. Complies with University personnel policies, including adherence to prohibitions on harassment, discrimination, and workplace violence, and protection of confidentiality of personnel records for employees, students, research subjects, patients, and others as required.

- b. Complies with Center policies and procedures, as well as trade standards, industry protocols, state and federal regulations, and the professional ethics associated with the position.
- c. Complies with all University safety requirements for the position, including training, medical clearance, use of personal protective equipment, and injuries/illness reporting and medical treatment.
- d. Complies with all other University policies, including IT security protocols and appropriate use of University information technology, property, and financial resources.

Comments:

Actual activities far exceed projected activities. No update on progress of dancehalls film.

General performance score: /24

Corrective Actions:

None.

Staff Member: _____

Date: 2/20/17

Director: _____

Date: 2/16/17

Second-Level Supervisor: _____

Date: 2-16-17