

PROFESSIONAL WORK EXPERIENCE

Private Collections Manager

December - Current | Seattle, WA

Updating a local photographer's File Maker Pro database and working with their assistant to provide a better cataloging and collection management workflow.

Assistant Exhibitions Registrar On Call

September/October 2018, January 2019 | Seattle Art Museum | Seattle, WA

Assist in overseeing the packing of art work and shipping logistics for the deinstallation of *Double Exposure*. Assist in overseeing shipping logistics, art installation, and update TMS entries for *Peacock in the Dessert*. Assist in the deinstallation process for *Peacock in the Dessert* in January 2019.

Assistant Exhibitions Registrar

April 2015 - September 2017 | Museum of Arts and Design (MAD) | New York, NY

Responsible for coordinating domestic and international shipping, packing, and installation of art for exhibitions. Planning budgets. Courier for local and domestic art deliveries to museums and private collectors. Create and review loan agreements, condition reports, install schedules. Communicate with conservators for repairs. Work with other departments about layout restrictions. Update catalogue records, location, and lender information in TMS. Revised MAD's incoming loan agreement. Help Director of Collections Management with housings when need. Discuss with resident artists about the importance of preservation and studio organization. During installations: help direct installation of art under guidelines of museum standards, manage art handlers and contract registrars. Exhibitions: *Pathmakers; Japanese Kōgei; Studio Job; Harry Bertoia: Bent, Cast & Forged; Atmosphere for Enjoyment; Voulkos; fashion after Fashion; Counter-Couture; Read My Pins; Studio Views.*

Registrar

December 2012- November 2014 | Rick Wester Fine Art Gallery | New York, NY

Maintain order and location of inventory using File Maker Pro. Communicate with artists to keep track of editions, new work, titles, and presentation. Create invoices, receipts, consignment forms, and review condition of all work coming through the gallery. In charge of shipping, outsourcing matting and framing of artwork for exhibition and sales. Track all work for gallery move in 2013.

Organize art storage. Help orchestrate gallery openings.

EDUCATION

Masters in Photographic Preservation and Collections Management

Ryerson University/George Eastman Museum | Toronto, ON, Canada and Rochester, NY | October 2012

- Thesis title: *Photographic Preservation; On Becoming a Professionalized Field*

Bachelor of Arts in Art Conservation

Concentration in Collections Care, Minor: Material Culture

University of Delaware | Newark, Delaware | January 2010

- 2008 Rotary Club Fellowship for volunteer work at The Newark Historical Society (2008 - 2010)

PROFESSIONAL MEMBERSHIPS/PROJECTS

- **Comprehensive Appraisal Studies Program (CASP), USPAP Compliant, October 2018 - April 2019**- Currently in program to start the process of art appraisal certification.
- **Caring for Your Art, January 2017** - Presentation for artists at SOHO20 gallery. DIY tips for packing, shipping, and storing artwork.
- **2015 - 2017, Member of Association of Registrars and Collections Specialists (ARCS)**
- **2014 - 2015, Member of Alliance for Response New York City - Training for Heritage Response Team, a volunteer program focusing on art recovery after disasters.**
- **2011, Attendee at AIC Photographic Materials Group Biannual Meeting, Ottawa, Ontario, Canada**

PROFICIENCIES

- Photographic identification
- Up-to-date on Museum Standards in art handling, housing, cataloguing, and environmental monitoring
- Computer software proficiency with The Museum System (TMS), File Maker Pro, Past Perfect, Microsoft, Word, Excel, Photoshop, Pages, Numbers, Google Docs, Windows and Apple.

FURTHER COLLECTIONS and CONSERVATION EXPERIENCE

Private Collections Manager | *October 2013 - April 2015* | *New York, NY*

(7 months) Initiating the physical organization, scanning, and cataloging process of 35mm negatives and slides for photographer Harry Grossman's 50 year long archive.

(1.5 years) Working with a private collector creating a highly personalized File Maker Pro and File Maker GO collections management system for a contemporary art collection. Continued cataloging and database management.

Resident Student | *September 2011- August 2012* | *George Eastman Museum* | *Rochester, NY*

- Cataloguing new acquisitions of historical and contemporary photographs
- Creation of wall label text and gallery talk for the exhibition, *See; Untold Stories*
- Inventory of Robin Perry fonds

With the conservation department:

- Strengthening corners of photographs for exhibition
- Flattening and mending a Lewis Hine print
- Consolidating gelatin flakes on Ansel Adams print

Assistant to Head Conservator | *October 2009- August 2010* | *The Barnes Foundation* | *Marion, PA*

- Organizing the backlog of digital images to update The Museum System (TMS)
- Other tasks include handling frames, paintings and metal work for photographic documentation; weekly gallery monitoring to check condition and placement of objects; assisting conservators, collections manager and registrar with various projects

Conservation Intern | *October 2009 - 2010* | *UD Photograph Conservation Laboratory* | *Newark, DE*

- Preservation of a family photographic album dated from the early 1900s
- Rehouse and digitize all loose images and album pages to make digital surrogate on Blurp
- Mend and tone album pages

Conservation Intern | *June - July 2008* | *Photograph Conservation Laboratory* | *Newark, DE*

- Digitizing 407 silver gelatin black and white photographs with paint pen embellishments for artist Dennis O. Callwood initiated by Charles Isaacs Gallery
- Organizing physical and digital photographs into a numbered series and compiled images onto an external hard drive creating easy access for the artist
- Re-housing photographs in Mylar sleeves and boxes with a table of contents
- 10 photographs with actively flaking paint pen embellishments were consolidated with gelatin

Conservation Intern | *June 2007-August 2007* | *The Burke Museum of Natural History* | *Seattle, WA*

- Removed Elmer's glue and tin foil from 7 excavated baskets, originally found in the 1970s.
- Custom made housing for baskets.
- Packaged other collection objects for short and long term storage.