

ROCHELLE K. BENNETT
PROFESSIONAL RESUME

EDUCATION

- | | |
|---|---------------------|
| Certificate in Museum Administration and Management
Northern States Conservation Center | April 2014 |
| Contracting Officer's Representative Certification
Management Concepts | January 2011 |
| Master of Arts in Anthropology
Emphasis in Forensic Anthropology
University of Montana | July 2005 |
| Bachelor of Arts in Anthropology with Honors
Emphasis in Archaeology
University of Montana | August 2001 |
-

PROFESSIONAL EXPERIENCE

- | | |
|--|--|
| Owner / Registrar
Bennett Museum Services | July 2016-present
Arvada, CO |
| <ul style="list-style-type: none">• Accession and catalog cultural resource and natural history collections• Inventory museum collections in public and private institutions• Prepare museum management documents• Prepare collection management policy documents• Enter information into museum data management systems• Photograph objects• Prepare objects for long-term storage• Research ownership of legacy collections• Identify and analyze human and faunal remains• Prepare forensic/burial reports | |
| Treasurer (Volunteer)
Arvada Arts and Culture Commission | April 2016-present
Arvada, CO |
| <ul style="list-style-type: none">• Advise City Council on all matters pertaining to public art and culture in the community• Manage the Art in Public Places Program for the City of Arvada• Develop and update bylaws, mission statement, cultural master plan, and cooperative agreements | |

- Review the annual budget and advise City Council on the use of funds to support and encourage art and culture activities within the City of Arvada
- Pursue grant opportunities and monetary donations
- Collaborate and partner with other commissions/committees/organizations for the promotion and development of arts and culture opportunities in the community

**National Curator / Program Analyst
Bureau of Reclamation**

**March 2007-March 2016
Denver, CO**

- Serve as museum program and Native American Graves Protection and Repatriation Act (NAGPRA) program lead
- Provide oversight to over 8 million museum objects and archives housed in nearly 80 repositories in the western United States
- Develop museum management documents and policy for proper curation and management of collections
- Analyze data/information/documents for the museum and NAGPRA programs for correctness, completeness, and compliance with law/policy, and work with staff to negotiate revisions
- Prepare technical reports for the museum and NAGPRA programs
- Provide regulatory and policy support and guidance to cultural resources staff and leadership at all levels for proper curation, use, and management of museum collections and NAGPRA cultural items
- Serve as administrator for the museum data management system (i.e., Interior Collection Management System) and provide instruction and assistance to all users
- Develop/maintain museum and NAGPRA program workbooks for tracking and reporting purposes
- Develop program budgets
- Serve on a committee for the planning and development of a repository for housing museum collections of all Department of the Interior bureaus
- Serve as contracting officer's representative for several cultural and natural resource programs
- Develop and manage multiple agreements with contractors and other Federal agencies, including drafting agreements documents, tracking progress of activities and budgets, reviewing deliverables often for program areas outside expertise, and approving invoices
- Serve as primary contact for all internal and external museum and NAGPRA program audits/reviews and prepare detailed responses
- Provide review of NAGPRA Federal Register notices for completeness and accuracy, ensure field offices provide proper notification to Federally recognized tribes, and coordinate with the National NAGPRA Program as necessary
- Assist field offices with identification and analysis of human and faunal remains and prepare burial reports
- Collaborate with other museum program leads within the Department of the Interior

- Represent the Bureau of Reclamation on Department of the Interior committees for the museum program to develop Departmental policy and government-wide regulations, further develop the museum data management system, and share information

Registrar

Aug 2005-March 2007

Premier Exhibitions, Inc.

Atlanta, GA

- Accession, catalog, and photograph polymer preserved specimens
- Condition and prepare specimens for exhibit and after return from exhibit and conduct periodic reviews of specimens and display materials
- Work with colleagues, local crew, preparators, and contractors during installation and de-installation of specimens and historic objects at venues worldwide
- Prepare crates and specimens for transport
- Research and edit label copy and didactics
- Maintain database (FileMaker Pro) with current information
- Develop schedules for contractors and completion of exhibit materials based on projected completion dates
- Coordinate with contractors for exhibit materials, including cases, vitrines, didactics, label copy, and specimen mounts
- Train local museum staff in proper care and handling of specimens while on exhibit
- Develop procedures documents for local museum staff

Museum Technician

June 2004-July 2005

Bureau of Reclamation

Billings, MT

- Accession, catalog, and photograph archaeological objects for two offices
- Prepare objects for long-term storage (re-bag and re-box)
- Conduct condition assessments
- Maintain database (Proficio) with current information and assist with database development
- Collect/consolidate/analyze data and information for annual reporting requirements
- Assist with location of outstanding loans at private institutions, preparation of loan agreements, and object transport
- Aid in curation agreement renewal with museums/institutions/other Federal agencies housing Bureau of Reclamation museum collections
- Coordinate with other Federal agencies for curation of Bureau of Reclamation museum collections

Volunteer

Jan 2003-June 2004

Montana State Crime Laboratory

Missoula, MT

- Identify and analyze human and faunal remains
- Prepare forensic reports
- Defend results of analysis to physical and biological anthropology professors at university

Museum Technician

Jan 2003-May 2004

Philip L. Wright Zoological Museum, Univ. of Montana

Missoula, MT

- Accession and catalog biological specimens
- Inventory specimens
- Process outgoing loan requests to universities and private institutions
- Implement integrated pest management procedures
- Reorganize collection to prevent deterioration and maximize space
- Assist faculty, students, and visiting researchers with proper handling and use of collection

Office Manager

Sept 2001-June 2004

Montana State Historic Preservation Office

Missoula, MT

- Assist cultural and natural resource firms with completion and correction of new and updated site forms for the state of Montana
- Enter and amend site data in database
- Develop user manual for database
- Process invoices, deposits, time sheets, and all other daily business for the records lab
- Supervise, train, and provide assignments to records lab staff