

Victoria Pesta

PHONE

814.464.3823

EMAIL

victoria.pestal@gmail.com

LINKEDIN

www.linkedin.com/in/victoria-pestal

REFERENCES

Available upon request.

EDUCATION

NEWCASTLE UNIVERSITY | NEWCASTLE UPON TYNE, UNITED KINGDOM
Master of Arts in Museum Studies

GROVE CITY COLLEGE | GROVE CITY, PA, USA
Bachelor of Arts in History and French
Minor in Classical Studies

MUSEUM EXPERIENCE

MAR 2022 – AUG 2023

Assistant Registrar | Norton Museum of Art | West Palm Beach, FL

AUG 2023 - PRESENT

Associate Registrar | Norton Museum of Art | West Palm Beach, FL

- Assist with all efforts relating to the physical care, receipt, accessioning, documentation, and storage of objects under the Norton's care.
- Develop and enforce policies and procedures pertaining to the acquisition, management, and dispositions of the Norton's permanent collection.
- Supervise, coordinate, schedule, and assist with the movement, installation, packing and shipping of artwork.
- Collaborate with the Curatorial and Facilities Teams to ensure the most secure environment possible for artwork at the Norton.
- Assist in the organization and planning of art installation schedules.
- Create and maintain hard-copy and digital documentation that pertains to collection and loaned objects at the Norton.
- Complete condition reports for objects entering and leaving the Norton.
- Create new TMS entries and refine current entries to reflect up-to-date research and stylistic standards.
- Assist with collection inventories, including spot inventories and the biannual 3rd-party audit.
- Travel as both a domestic and international courier with outgoing loans.
- Contract for outside services related to art conservation, rigging, packing, shipping, and insurance.
- Monitor and maintain art storage and conservations supplies.
- Manage all requests, both internal and external, for reproductions of images of artworks in the Norton's collection.
- Work closely with Curatorial, Marketing and Communications teams to secure reproduction rights and permissions from external copyright holders for use in the Norton's marketing efforts.
- Create and process loan forms and exhibition contracts.
- Act as the lead Registrar for all art-related details in the Norton's Annual Benefit Auction, including organizing art shipments, conditioning, storage, and installation of donated artworks.

JAN 2018 - OCT 2020

Registrar | Erie Art Museum | Erie, PA

- Oversaw all aspects of collections management, including object storage; maintaining climate conditions; managing all incoming and outgoing loans; and managing the intake, acquisition, storage, inventory, and deaccessioning processes for all permanent collection objects.
- Drafted and edited a comprehensive new Collections Management Policy.
- Developed and implemented multiple standard operating procedures, such as art handling and installation standards and guides, loan policies and procedures, and accessioning and deaccessioning procedures.
- Reorganized collections storage spaces to improve the care and safety of the collection.
- Conducted or oversaw all art movement throughout the museum.
- Served as database administrator for the collections database.
 - Facilitated the transfer of the database from FileMaker Pro to Past Perfect.
 - Refined and edited database entries through the expansion of outdated information; adding photographs; creation of metadata search terms; researching artists and provenance; and checking the accuracy of over 8,000 records.
- Managed all collections-related forms and documentation, both digitally and in hard-copy formats.
- Overhauled filing systems to ease location of information and digitized all files.
- Researched objects and artists to expand database information, create didactics and for use in public-facing collections programs.
- Participated in the Art Bridges Initiative as part of the Pennsylvania cohort.
- Repatriated human remains and associated grave goods to Mexico.
- Aided with museum events, representing the museum to the Board of Trustees, various committees, shareholders and visitors.

JUN 2017 - JUL 2017

Intern | Victoria and Albert Museum, Photographs Department | London, UK

- Trained on and utilized collections management software to update object information and create labels.
- Aided in the creation of maquettes for upcoming exhibitions.
- Created preliminary catalogue information for new acquisitions.

OTHER WORK HISTORY

OCT 2020 - FEB 2022

Fulfillment Expert | Target | Erie, PA

JAN 2018 - NOV 2018

Create-A-Cake Team Member | Wegmans Food Markets, Inc. | Erie, PA

APR 2016 - SEP 2016

Front-End Coordinator | Wegmans Food Markets, Inc. | Erie, PA

JUL 2015 - DEC 2015

Teller | PNC Bank | Girard, PA

APR 2010 - SEP 2015

Manager | Dairy Queen | Girard, PA