



Education

MA, Museum Studies - University of Oklahoma, 2013-2015, 4.0 GPA. Coursework in collections management, exhibit development, and historic preservation.

MA, Art History - University of Missouri, 2006-2008. Awarded: Tuition, Fee Waiver, & 25% Work Study. Thesis: "Amending the American Flag: Artistic Liberties in the Nineteen Sixties and Seventies." Advisor: Dr. Kristin Schwain.

BA, Fine Arts - Arkansas Tech University, 2002-2006. Awarded: University Honors Scholarship; *summa cum laude*. Coursework in painting, mixed media, drawing, ceramics, sculpture, printmaking, and art history.

Experience

Collections Manager / Registrar - [Kravis Design Center](#) / George R. Kravis II Collection, Tulsa, OK, November 2015–June 2019

- Managed private collection of 4,000 objects of modern/contemporary design and fine arts, and a small office with collections storage.
- Established collections database and physical filing system.
- Tracked office expenses, maintained office and archival supplies, and updated mailing lists for general correspondence.
- Arranged domestic and international shipments for new acquisitions, outgoing loans to museums, gifts, and appraisals.
- Collections inventory, cataloging, art/object handling, measuring, condition reporting, basic object cleaning/preservation, photography & research. Scheduled objects conservator as needed.
- Organized professional object photography & delivered image files, managed image requests, image rights and artist copyrights, and reviewed drafts for publication of *Industrial Design in the Modern Age*, released April 2018 by Rizzoli.
- Coordinated distribution of the collection and served as a liaison between Estate and donees; coordinated packing, shipping, and gift paperwork.

Adjunct Faculty - University of Arkansas-Fort Smith, Art Department, Fort Smith, AR, January 2010–May 2017

- Taught studio and lecture courses with assignments, discussions, and classroom activities focused on developing creativity, communication, analytical skills, and global and cultural perspectives.
- Taught in classroom setting, web-enhanced courses, and fully online.
- Courses included: ART 1203 Color; ART 2863 Survey of Art History I; ART 2873 Survey of Art History II; ART 3523 History of American Art; ART 3863 History of Graphic Design; ART 4203 Modern European Art; HUMN 2563 Humanities through the Arts.



Collections & Exhibitions Intern – Daum Museum of Contemporary Art, Sedalia, MO,
May–August 2015

- Assisted the Registrar/Exhibitions Coordinator with collections inventory, art handling, cataloging, marking, measuring, and photography; updated records in the PastPerfect database.
- Assisted with relocating artworks, maintaining collections storage, gallery maintenance, gallery lighting, and exhibition installations of large-scale paintings, drawings, & ceramics.

Preparation Intern – Crystal Bridges Museum of American Art, Bentonville, AR, June–July 2014

- Documented condition on outdoor bronze sculptures and performed maintenance of cleaning, waxing, and polishing.
- Assisted with preparation department tasks as needed, including gallery maintenance, organizing artist & gallery information for the “State of the Art” exhibition, and making pedestal weights.

Curator/Collections Manager – Fort Smith Museum of History, Fort Smith, AR, May 2009– 2011

- Managed collections of historical artifacts, textiles, photographs, and archives.
- Processed new acquisitions, loans, and cataloging. Implemented PastPerfect database. Maintained collections storage, hand-constructed boxes for objects.
- Developed, planned and coordinated temporary exhibitions and grant projects.
- Awarded local and state grant funds.
- Assisted with public research requests, group tours, and education programs.

Adjunct Faculty – Tulsa Community College, Liberal Arts Division, Tulsa, OK,
August–December 2008

- Taught two lecture sections of Art Appreciation – ART 1113. Assignments, discussions and classroom activities were focused on developing knowledge in aesthetics, creativity, communication, analytical skills, and cultural perspectives.

Graduate Teaching Assistant – University of Missouri, Department of Art History & Archaeology, Columbia, MO, August 2007–May 2008

- Conducted weekly thematic class discussions. Assisted with planning and grading assignments and exams for AHA 2850 Introduction to American Visual Culture and AHA 2830 Introduction to American Art and Architecture.



Graduate Assistant – Visual Resources Center, University of Missouri, Columbia, MO, August 2006–May 2007

- Assisted visual resources curator with scanning, cataloging, and digitization of department's slide collection. Scanned and edited images with Adobe Photoshop.
- Updated image database using Filemaker Pro & VireoCat and assisted with slide photography.

Research & Presentations

- “Juxtapositions: Interpreting the Recent Works of James Volkert.” Lecture for the exhibition, *RE: history – Recent Work of James Volkert*. Fort Smith Regional Art Museum, Fort Smith, AR, January 2014.
- [“Arkansas's Exhibitions at the World Fairs.”](#) Encyclopedia of Arkansas History & Culture, published January 2012.
- “Arkansas at the World's Fair: Promoting the 'New' South.” Brown Bag Lunch Lecture, Old State House Museum, Little Rock, AR, August 2011.

Professional Activities

- Sotheby’s Institute of Art, Online course – [Determining Value: An Appraiser’s Perspective](#), upcoming February 12-March 24, 2020.
- [ARCS Courier Workshop](#), upcoming March 12-13, 2020.
- Volunteer – 2017 AAM Registrars Reinforcement Crew, St. Louis AAM Annual Meeting.
- Volunteer – Reviewer, Encyclopedia of Arkansas History & Culture, August 2008 – February 2018.
- Volunteer – Library Guide, Crystal Bridges Museum of American Art, November 2011-December 2013.
- An Introduction to Collections Preservation, Northern States Conservation Center online course, March 2010.
- Introduction to Preservation Issues and Practices, Workshop sponsored by IMLS & Amigos Library Services, December 2009.
- Writing Effective Grant Proposals, online course, March 2009.

Memberships

- AAM - American Alliance of Museums
- ARCS - Association of Registrars & Collections Specialists
- CAA - College Arts Association



Skills

Exceptional attention to detail & highly organized	Excellent written and verbal communication skills	General knowledge of art history, w/ focus on 20th century art & design
Ability to prioritize multiple projects/deadlines	Art/object handling	Ability to work independently
Basic object record photography	Collector Systems Database Software	PastPerfect Museum Database Software
Windows & MAC OS	Microsoft Office Suite & Gsuite	Adobe Photoshop
French (Intermediate level reading & speaking)	German (Beginner level reading)	Basic hand & machine sewing

References

***Available upon request*