

# Sam B. Suárez

Registrar, Collections Manager, Appraiser

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Oakland, CA

Dedicated museum professional with ten years of experience in registration and collections management. Skilled in database administration, object documentation, handling, and logistics. Contributed to more than 65 exhibitions across multiple institutions in partnership with curators, conservators, photographers, preparators, donors, lenders, and artists. Highly detail-oriented and well-versed in current museum practices and standards.

## **Professional Experience**

### **Principal**

Point of Record, LLC. ♦ Oakland, CA (2024- present)

- Management of museum, private and corporate art collections. Inspect, condition report, document, research and appraise of fine art, antiques, furniture and decorative arts.
- Conduct appraisals including market research and analysis of fine art including but not limited to insurance coverage and claims, U.S. Federal tax functions, equitable distribution, and non-cash charitable donations.

### **Registrar**

City of Sacramento, Center for Sacramento History ♦ Sacramento, CA (2022 - 2024)

- Managed all aspects of the registration system including temporary custody objects, accessioning, condition reporting, cataloging, exhibit coordination including installation and deinstallation, monitoring and maintenance of all active exhibits, and database, physical and digital records management.
- Managed and implemented deaccessioning policy including the determination of objects' legal status, tracking the deaccession process, and coordinating and documenting disposition.
- Generated and maintained all incoming and outgoing loan documentation including exhibition contracts, loan agreements, facility reports, receipts, shipping documents and condition reports.
- Coordinated with the Curator when assessing loan requests and conservation proposals.
- Served as the Chair of the Collections Committee and Risk Manager for the collection, including review of the Fine Arts Insurance policy as well as assessing risks to, and conservation needs of, the collection such as the implementation of preventative conservation measures.
- Facilities vendor and contractor supervision and contract management, IPM program management, and establish climate and light level monitoring program.

### **Archaeologist Curator**

Archaeological and Paleontological Curation Center (APCC) ♦ Twentynine Palms, CA (2020 – 2022); contracted through Sonoma State University Anthropological Studies Center.

- Management and interpretation of APCC's collection of over 600,000 objects and archival materials.

## **Skills & Competencies**

- ♦ Registration
- ♦ Accessioning
- ♦ Collections Inventory
- ♦ Condition Reporting
- ♦ Database Management
- ♦ Exhibition Management
- ♦ Loan Management
- ♦ Courier
- ♦ Appraisals/Valuation

## **Education**

International Society of Appraisers: Fine Art and Antiques, 2024.

Master of Arts,  
San Francisco State  
University: Museum Studies,  
2017.

Bachelor of Arts,  
U.C. Berkeley:  
Double Major in  
Anthropology and South  
Asian Studies, 2007.

- Oversaw object inventories, accessioning, housing (and re-housing) objects, and assessing object condition and population and management of a new database.
- Created facility policy and procedures, including curatorial agreements and updated loan practices.
- Supervised contract work for HVAC systems, humidifiers, and lighting to ensure the collection and visitors' needs were met.
- Designed and implemented light and climate monitoring programs to better manage facility resources and comply with current museum standards as well as provided valuable data to help manage facility resources.
- Supervised and supported educational tours and outreach events and provided leadership in the reopening of the facility to the public.

### **Senior Museum Registrar, Permanent Collections and Assistant Registrar, Permanent Collections**

San Francisco International Airport Museum (SFOM) ♦ San Francisco, CA (2016-2019)

- Planned, prioritized and scheduled projects within the permanent collections.
- Oversaw the care and security of the permanent collections and assessed resource and material needs.
- Oversaw accessioning and documentation of objects into the permanent collections.
- Trained and supervised the work of registration staff, interns and volunteers and coordinated with conservators, designers, preparators, curators and other museum staff.
- Managed tracking, packing, condition reporting, housing and transportation of loan and permanent collection objects, acted as local courier transporting objects from private residences and artist studios.
- Participated in the installation and deinstallation of objects and exhibition materials in various galleries throughout San Francisco International Airport.
- Assisted in the planning and organization of moving permanent collections to a new museum facility and relocated objects both in the database and physically, in the new storage facility.

### **Conservation Assistant**

Tracy Power Object Conservation ♦ San Francisco, CA (2017-2020)

- Employed various techniques in the conservation of sculptures including but not limited to metals, ceramic, glass, marble, stone, and wood.

### **Assistant Collections Manager**

Global Museum, San Francisco State University ♦ San Francisco, CA (2015-2017)

- Recovered, organized and accessioned university collections and archives into the Museum Studies department's new Global Museum collection.
- Assisted staff and faculty with planning and design of new museum facilities.
- Assisted in the development of the museum deaccessioning policy.
- Trained and supervised students in the implementation of museum procedures such as object handling, integrated pest management, facilities maintenance, emergency preparedness, accessioning objects, condition reporting and object housing.

**Archaeological Work History** is available upon request. I have worked for various Cultural Resource Management firms conducting surveys, testing, and excavations throughout the Western United States from 2003 – present.