

Cait Kennedy

Bloomington, Indiana Area
(513) 788-3273 | caitlynkennedy2016@gmail.com

PROFILE

Experienced in collections management and registration with a proven record of managing and completing complex projects under tight deadlines.

EDUCATION

Master of Arts | Georgetown University | Art and Museum Studies
Program Certificate | Sotheby's Institute of Art, London | Art and Business
Bachelor of Arts, cum laude | Hanover College | Art History, Business

PROFESSIONAL MUSEUM EXPERIENCE

Indiana University | Bloomington, IN

Registrar of Public Art and Cultural Heritage

November 2022 – Present

- Registrar for 20,000+ objects located on all campuses across Indiana, and several properties out-of-state
- Process collection objects and incoming accessions for storage, rehousing, installations, and exhibitions
- Database administrator for TMS Collections and eMuseum, liaison with university IT personnel
- Manage all documentation and logistics for incoming and outgoing loans
- Assist the University Collections department with exhibition loans for their gallery spaces in the McCalla building on the IU Bloomington campus, including condition reporting, installation, and deinstallation
- Create a "Registrar's Manual," over 75 documents for processes, procedures, and data entry standards developed and written, as none have existed previously
- Oversaw the installation of new compact shelving in storage vault, requiring the rehousing and movement of hundreds of objects in and out of the storage space
- Work with freelance conservator to ensure conservation of collection objects and maintain associated records
- Photograph collection objects and edit photos for public-facing collection website, eMuseum
- Sustained Superior Performance Award Recipient Spring 2025

Saint Louis Art Museum | Saint Louis, MO

Assistant Registrar

January 2022 – November 2022

- Processed all loan requests for objects in the museum's permanent collection from domestic and international borrowers and managed internal staff approval process
- Managed all communication and logistics with borrowers, for both approved and denied requests
- Coordinated and managed couriers for all outgoing loans, completed two international courier trips myself
- Ensured all outgoing loan documentation and information was filed and recorded properly in database
- Managed all Annually Renewable Loans located in local, state, and federal government offices
- Managed TSA CCSF program and was Facility Security Coordinator, oversaw annual training for all participants
- Managed incoming and exhibition loan objects and assisted Art Preparators with installation, deinstallation, and packing

The George Washington University Museum and The Textile Museum | Washington, DC

Acting Registrar

October 2021 – January 2022

- Project Director of IMLS grant to photograph and digitize 4,000 objects in The Textile Museum's collection
- Oversaw museum's online collections website development and implementation with Communications Manager
- Worked with Museum Director to coordinate emergency response to mold in auxiliary art collection spaces
- Continued all duties under Collections Specialist role below

Collections Specialist (Assistant Registrar)**April 2019 – January 2022**

- Coordinated, processed, and tracked workflow of IPM treatment, cleaning, and inventory for the newly acquired Cotsen Textile Traces collection of approximately 4,000 objects (September 2019 – January 2022)
- Rights and reproduction manager and coordinated new photography
- Processed collection objects and incoming accessions for storage and rehousing
- Museum database administrator, creating data entry standards and cleaning old data to launch online
- Coordinated incoming and outgoing domestic and international loans and shipments
- Public access manager for the offsite storage facility

The Historical Society of Washington, D.C. (now the DC History Center) | Washington, DC**Registrar Consultant****September 2017 – October 2017**

- Facilitated intake of objects from artists and created catalog and loan records, and condition reports for all 44 objects in *For the Record* (2017-2018) exhibition
- Packaged items for safe handling and supervised transportation of artworks

Collections Consultant/Formerly Intern**May 2017 – October 2017**

- Inventoried every collection object before and after Society's relocation
- Developed 30 educational activities utilizing collection objects
- Researched and updated dozens of catalog records and finding aids

Science Center Museum of Hanover College | Hanover, IN**Student Registrar****September 2013 – May 2016**

- Researched, photographed, and cataloged hundreds of diverse objects, building the museum database for the first time
- Installed new collection objects, arranged three floors of display cases, designed and created labels

VOLUNTEER EXPERIENCE

- **Association of Registrars and Collections Specialists**, Advocacy Committee Member. October 2024 – October 2025

ADDITIONAL SKILLS

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| • Collections Management Software: TMS | • Condition Reporting |
| eMuseum, MuseumPlus, and PastPerfect | • Digitization Technology |
| • Art Handling & Rehousing | • Adobe Photoshop |
| • Preventative Conservation Methodology | • Domestic and International Courier |
| • Installation and De-installation Experience | Experience |