

# Chelsea E. Wright

464 North Ridgewood Road, South Orange, NJ 07079

Phone: (201) 303-0230 Email: [wrightcollectionscc@gmail.com](mailto:wrightcollectionscc@gmail.com)

## Proven Expertise

- Database proficiency (TMS, Filemaker Pro)
- Extensive museum cataloguing experience
- Art handling and object packing skills
- Exhibition registrarial experience
- Shipping logistics and management experience
- Writing, research, and organizational skills

## Museum Experience

**New-York Historical Society** – New York, NY

November 2018–July 2020

Assistant Registrar

Responsible for the care and stewardship of the museum collection of approximately 80,000 objects located both onsite at the and in multiple offsite storage locations. Maintain and update online collection records in the museum database (TMS). Oversee accessioning and processing of all new museum acquisitions, including cataloging and creating TMS records; managing deeds of gift accession documentation; and supervising appropriate packing and storage. Manage weekly shipments between the museum and offsite storage, as well as to and from donors and conservators. Oversee two offsite warehouses totaling more than 25,000 square feet, including supervision of cleaning, pest management, and incoming and outgoing shipments. Schedule and supervise researcher visits to view collection objects. Also responsible for several museum exhibitions, including *LIFE: Six Women Photographers* and *Life Cut Short*.

**New-York Historical Society** – New York, NY

June 2017–November 2018

Project Registrar

Along with another project registrar and supervising curator, comprehensively processed the Jerni Collection of more than 9,000 19th- and 20th-century toy trains, train accessories, mechanical toys, and miniature figures. Project entailed thorough cataloging, including measurements, maker marks, condition notes, detailed descriptions, and high-resolution photography, all of which was entered into the museum database, TMS. Other responsibilities included object numbering, box making, rehousing for long-term storage, and research. Prepared reports for the project, which was funded by the Institute of Museum and Library Services. Project highlights can be found at <https://emuseum.nyhistory.org/collections/92001/trains-and-toys-the-jerni-collection/objects>.

**New-York Historical Society** – New York, NY

June 2016–April 2017

Collections Intern

Assisted with registrarial tasks related to numerous exhibitions. Managed and updated exhibition checklists. Created condition binders and assisted in condition checking of loan objects. Completed data entry projects in TMS. Aided in the accessioning of new acquisitions. Researched, organized, and cataloged the museum's September 11 collection. Participated in loan transfer processes both with supervision and independently. Generated inventories of incoming loan objects and prepared loan paperwork. Aided with the installation of several hundred objects in the redesigned Luce Center.

## Contract Work

**Seaside Park Yacht Club** – Seaside Park, NJ

July 2020-September 2020

Planned and executed a display of the Yacht Club's collection of historical artifacts, photographs, and documents to reside in the newly renovated building. Thoroughly researched the history of the organization and created a thematic layout. Prepared all objects for display, which required several different techniques, including framing of flat objects, book cradles, and the stuffing and hanging of a historic textile. Placed all objects in the cases and adjusted as necessary for aesthetic and intellectual appeal. Created an informational brochure to be displayed near the case for members explaining the historical significance of each object.

Manage the upcoming transfer of 130 pieces of artwork from the Hirschfeld Collection to the New-York Historical Society. Coordinate and oversee a photography project for the entire collection of well over two hundred pieces in five separate locations. Manage the process of reproducing all works that will be transferred to the Society. Research and plan for the framing of all reproduction works. Regularly communicate with contacts at New-York Historical Society to ensure an easy transition and answer any questions relating to the art as they create an exhibition and catalog for the collection. Research upcoming auctions for potential new art to be purchased for the collection.

## **Education**

**New York University** - New York City, NY  
MA in Museum Studies

2017

**University of Delaware** - Newark, DE  
BA in History  
Minors in Material Culture Studies and Fashion History & Culture

2015

**References available upon request**