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## **WORK EXPERIENCE**

### **ART INSTITUTE OF CHICAGO**

*Collection Manager* for the Department of European Painting & Sculpture (EPS).

Responsible for the department's collection, including acquisitions, outgoing loans, incoming loans, deaccessions, object files, database records, metadata, and research materials. Coordinated and managed activities pertaining to the permanent collection, including the administration of new acquisitions, conservation treatment requests, gallery rotations and installations, loans, storage, documentation of permanent collection objects and promised gifts, and external research inquiries. When necessary, couriered the EPS collection for outgoing loan program of the AIC (about 10 times a year). Under advisement of curators, published accurate object information online through the museum's databases, ensuring data fidelity and actively managed the tagging of the EPS collection. Served as liaison between department chair and curators, technicians, specialists, and support staff. As the main point of contact, collaborated with the departments of Collections and Loans, Experience Design on developing and maintaining accurate collection data on the website; Conservation and Science, Facilities, Imaging, the Office of the Secretary to the Board of Trustees. Also, coordinated communications when necessary with lenders, donors, estates, appraisers, EPS committee members, galleries, and collectors. (June 2014-July 2020)

*Collections Inventory Manager* for the Department of European Decorative Arts. Responsible for developing, coordinating and implementing the protocol for the inventory project which included the collection being photographed for the database and the website. Maintained and updated the departmental accession files, location lists and corresponding Art Institute (AIC) database records for the European Decorative Arts collection. Worked closely with the Curator and Preparatory specialist on the collection assessment and photography process. Acted as the liaison between the department and the AIC departments of Conservation, Registration, Imaging, AIC database projects, and other departments for collection inventory-related issues. Performed donor research for the deaccession program and prepared documentation that was presented to the AIC Board of Directors. Provided research support to the EDA Curators and other scholars in regard to the permanent collection. (April 2013 to the June 2014)

### **BEMIDJI STATE UNIVERSITY**

*Art and Artifact Specialist* (personal contractor business) for the College of Business, Technology and Communication to review the BSU Art and teaching collections. Responsible for compiling a report recommending inventory procedures, display and storage needs, documentation standards, maintenance requirements, and loan policies that are compliant with best practices for University Art collections. (February 2013 - April 2013)

### **ILLINOIS HOLOCAUST MUSEUM & EDUCATION CENTER**

*Registrar for a collection of over 18,000 artifacts.* Responsible for the documentation, safety and security of objects in the Museum's care, including the permanent collection, loaned objects, temporary exhibitions and the institutional archives. Updated and implemented collections policies and procedures, including disaster emergency plans. Created and maintained KE Emu collections database of all collections documentation and files, including acquisitions, incoming and outgoing loans,

deaccessioning, inventory, storage, digitization, archives, library materials, etc. Coordinated on-going conservation activities. Handled requests for photographic materials relating to the collections. Oversaw the insurance for the collection and the Standard Facility Report for the Museum. Supervised Collections interns and trained them in collections management and registration. (July 2011- November 2012)

#### **ADLER PLANETARIUM AND ASTRONOMY MUSEUM**

*Collections Manager* for the Webster Institute for the History of Astronomy. Responsible for the documentation, care and preservation of the Adler's extensive (5000+) antique scientific instrument and rare book collection. Developed and implemented policies and procedures for accessioning and deaccessioning; documentation; loans; inventories; condition reporting; security, rights and reproduction, digitization, security and disaster preparedness; storage and care of collections. Served on or led Adler project teams for exhibits or exhibit galleries that are artifact-based. Coordinated activities involving display of items from the collections, including exhibit preparations and installations. Trained and supervised the collections management staff/volunteers/interns. Maintained legal records related to the collections such as acquisitions, loans, deaccessioning, inventory, storage, archives, and library materials. Coordinated on-going conservation activities. Handled requests for research visits and photographic materials relating to the collections under the rights and reproduction program. Couriered all out-going loans. Oversaw the insurance for the collection, the Adler Facility report and the budgets for collections management activities. (October 1996 – June 2011)

#### **TERRA FOUNDATION FOR THE ARTS**

*Registrar; Acting Head of the Curatorial Department* for two art institutions: Terra Museum of American Art, Chicago and Musée d'Art Américain, Giverny, France. Primarily responsible for professional records management (manual/automated) and the safe handling and movement of art, for the museums' collections and for art entrusted to their care. Responsible for implementation of all registrarial aspects of incoming and outgoing temporary exhibitions, budget planning, staff supervision, and curatorial management. (October 1995 - October 1996)

#### **MITCHELL MUSEUM OF THE AMERICAN INDIAN**

*Assistant Curator* exhibiting a collection representing native peoples of the United States and Canada. Responsible for collections care and management, NAGPRA repatriation program, educational program development, and curatorial procedures. Supervised volunteer staff, and assisted Director/Curator with exhibition development and installation, office administration, public relations and community outreach. (October 1994 - June 1995)

#### **SMITHSONIAN INSTITUTION, NATIONAL MUSEUM OF AMERICAN HISTORY**

*Manager* for the traveling exhibition "The Smithsonian's America: An Exhibition on American History and Culture" that went to the American Festival Japan '94 near Tokyo. Involved in a variety of museum tasks as a vital member of the project management team. Edited the script and the design package for the exhibit. Maintained, updated, and revised the Project's registrarial records including condition reports on 350 objects going to and from abroad. Coordinated all international and national travel for 143 trips. Provided registrarial and conservation assistance as needed. Attended art-handling sessions. (September 1993 - September 1994)

#### **SMITHSONIAN INSTITUTION, NATIONAL MUSEUM OF NATURAL HISTORY**

*Internship* in the Anthropology Conservation Laboratory. Involved in the complete dismantling of the 20 year old African exhibit hall, adding to my knowledge of object handling, object cleaning, photo documentation, inventory procedures, pest management, minor conservation

treatments, and the movement of objects through the museum into storage facilities. Practical experience in extricating objects from permanently placed brackets and in creating mounts for individual pieces. (Summer 1993)

**GEORGE WASHINGTON UNIVERSITY, Department of Museum Studies**

*Internship* in the Collections Care Administrator Training Program. Served on a six person team that undertook the planning of a new storage facility for the Office of Historic Alexandria, a group of five museums administered by the City of Alexandria. Met and worked directly with each site director. Personally, reviewed the Friendship Firehouse Museum's present storage conditions and provided a written site assessment summarizing those conditions. Recommended policies, procedures, renovations and storage designs for the off-site facility. Identified specific grants to fund the work to implement the collections storage projects. (January 1993 - April 1993)

**HARPERS FERRY NATIONAL HISTORIC PARK**

*Archaeological Laboratory Technician* for the National Park Service. Performed the duties involved in the collection management of late 18<sup>th</sup> to 20<sup>th</sup> century artifacts excavated at Harpers Ferry, including cataloging the artifacts. Organized and maintained the field photographs, and conducted independent research on Ceramics and Utilitarian Wares for a future report. Supervised and trained 6 volunteers in collection management procedures. Entered collection data into the NPS computer system database. (October 1989-November 1990)

**EDUCATION**

**GEORGE WASHINGTON UNIVERSITY, M.A. in Museum Studies, 1994.** Stipend award in collections care through a grant from the Division of Preservation and Access of the National Endowment for the Humanities. University Fellow in the Museum Studies Program. Emphasis in Collections Management and Care. Academic Core: Anthropology, Historical Archaeology.

**OBERLIN COLLEGE, B.A. in Archaeological Studies, 1989.** Emphasis in Classical and North American Archaeology with a background in Museum Studies.