Julie M. Choma

610.780.8683 (cell)
Julie.Choma@gmail.com

Professional Experience

Cheekwood Estate and Gardens — Nashville, Tennessee
Collections Manager/Registrar — August 2019 – present

Oversees the stewardships and management of Cheekwood's temporary loans and its permanent collection of fine and decorative art. Responsibilities include, but are not limited to:

- project manager for the restoration of Cheekwood's contemporary outdoor sculpture collection and co-creation of an outdoor sculpture maintenance program;
- budget implementation and management for special projects;
- update and rewrite of the museum policies and legal agreements;
- develops and processes temporary custody agreements, loan agreements, commission agreements, title transfer agreements and more;
- transit coordination for gifts of artwork and temporary loans;
- coordinates claims, documentation and oversight of fine arts insurance;
- completes rights and reproductions requests;
- cataloging and storage of the permanent collection;
- maintenance and updates to the collections database and object files;
- environmental condition monitoring;
- collection inventories;
- oversight and training of interns;
- and maintenance of Cheekwood's collections-related policies including the Collections Management Policy.

Philip and Muriel Berman Museum of Art at Ursinus College — Collegeville, Pennsylvania
Collections Manager/Registrar — December 2007 – July 2019

Responsible for the care, preservation and stewardship of the BMA permanent collection and temporary exhibition loans. Responsibilities include, but are not limited to:

- coordinates aspects of, develops and processes loan agreements, condition reporting, photography and insurance of incoming/outgoing exhibition loans;
- develops and processes of temporary custody agreements and deeds of gifts;
- transit coordination and packing for incoming/outgoing exhibition loans and gifts of artwork/artifacts;
- coordination and oversight of installations and installation schedules;
- project budget management;
- coordinates claims, documentation and oversight of fine arts insurance;
- completes rights and reproductions requests;
- manages collection access for scholars and classes;
- cataloging and storage of the permanent collection;
- maintenance and updates to the BMA collections database;
- oversight of the BMA Campus Loan Program;
- environmental condition monitoring;
- annual inventories;
- maintenance of the BMA Emergency Preparedness and Disaster Plan and Collections Management Policy;
- oversight and training of student staff and interns;
- stewardship of BMA's 80-piece outdoor sculpture collection;
- coordination and implementation of BMA's Annual Student Exhibition in April;
- works in conjunction with Ursinus College Facilities Services staff and contractors on building maintenance, exhibition fabrication and installation;
- and collections care and art handling training; and collection-based project grant writing.

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Professional Experience

Philip and Muriel Berman Museum of Art at Ursinus College — Collegeville, Pennsylvania
Collections Manager/Registrar — December 2007 – July 2019

Special projects completed at BMA include:

- site contact and key personnel in BMA's 2009-2010 expansion project;
- design of 7 visible storage display cases included in the BMA expansion wing;
- coordination and implementation of a 2,100+ object appraisal;
- coordination and implementation of a 3,200 object relocation move prior to and following expansion/construction project;
- coordination and completion of a 1,200 object gift of artwork;
- selection, installation and data migration of a new collections management database;
- update and rewrite of the Collections Management Policy with corresponding documentation;
- collections grant writing, including successful grants to NEH and NEA;
- works on paper collection re-housing, move and reorganization;
- reorganization, restructure and condensing sculpture/artifacts storage;
- coordination and implementation of off-site move of 7 visible storage cases for renovation preparation, including reorganization of sculpture storage;
- restructure of the BMA Campus Loan Program;
- update of the BMA Facility Report;
- coordinated and completed BMA's AAM reaccreditation submission, including creation of an Institutional Code of Ethics;
- and reorganization of BMA off-site storage facilities.

Syracuse University Art Galleries — Syracuse, New York
Collections Graduate Assistant — 2006 – 2007

Reported to the collection's Registrar and responsible for numerous registration tasks including, but not limited to:

- collection inventory and artifact storage;
- condition reporting of incoming and outgoing loans;
- packing 2D objects for traveling exhibition for local and national transit;
- and label copy production and framing.

Joe and Emily Lowe Art Gallery, Syracuse University — Syracuse, New York
Installation Team — August 2005 – May 2006

Exhibition installation and lighting; label copy and exhibition checklists.

Education

Syracuse University
Syracuse, New York

Master of Arts: Museum Studies
Concentration: Collections

Kutztown University of Pennsylvania
Kutztown, Pennsylvania

Bachelor of Arts: Speech Communications
Cum Laude Diploma
Minor in Public Relations
Concentration in Art History

Wilson High School
West Lawn, Pennsylvania

Diploma

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Professional Associations

Member

American Alliance of Museums (AAM)
Southeast Museum Conference (SEMC)
Association of Registrars and Collections Specialists (ARCS)
Collections Stewardship Committee of the American Alliance of Museums (CS-AAM)

Mentor

RCS Mentoring Program (Collections Stewardship Committee of the American Alliance of Museums)

Session Panelist

Association of Academic Museums and Galleries Annual Conference 2019
Session: *Preaching to the Choir? Creating a Meaningful Dialogue Around Diverse Topics*

Session Creator/Moderator

American Alliance of Museums Annual Meeting 2016
Session: *Public Access: Challenges Surrounding Works in Public Places*

Session Panelist

American Alliance of Museums Annual Meeting 2011
Session: *The Access Experiment: Behind the Scenes in our Secret World*

Session Panelist

Mid-Atlantic Association of Museums Annual Meeting 2009
Session on access to collections.

Session Panelist

American Alliance of Museums Annual Meeting 2009
Session: *The Preservation Roadmap: Achieving Success with Preservation Planning*

Professional Skills

- Pastperfect, FileMaker Pro, EmbARK
- Microsoft Word, Excel, Publisher, PowerPoint, Outlook
- budget planning and oversight
- project management
- crate packing planning and implementation
- condition reporting/cataloging
- collections grant writing
- student mentorship
- matting and framing
- project management and oversight
- organized, written and oral communication
- collections policies assessment, writing and editing
- fine arts and artifacts packing and transit coordination
- fine arts and artifacts storage assessment, planning and implementation

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Internships and Student Experience

Museum of Art, Munson-Williams-Proctor Arts Institute — Utica, New York
Collections Intern — January–June 2007

Print room inventory and collection storage update.

Rock and Roll Hall of Fame and Museum — Cleveland, Ohio
Collections Intern — May – July 2006

Cataloging and conditioning of print, vinyl and electronic objects.

Onondaga Historical Association — Syracuse, New York
Collections Intern — January – May 2006

Accessioned, conditioned, stored and completed Deed of Gifts of recent collection acquisitions.

Historical Society of Berks County — Reading, Pennsylvania
Collections Intern — January 2006

Permanent collection inventory.

Reading Public Museum — Reading, Pennsylvania
Public Relations Intern — September – December 2004

Marketing research.

Association of Campus Events (ACE) — Kutztown, Pennsylvania
Kutztown university — September 2001 - May 2005
President, Vice President of Administration and Cultural Events
and Speakers Committee Coordinator

Responsibilities included, but were not limited to:

- programmed various sizes and types of campus events;
- creation of an event programming system and guidelines;
- edited and managed by-laws and constitution;
- representative on numerous university planning committees;
- ambassador to regional/ national conferences;
- planned and implemented team building retreats;
- and managed a 50-member board.

Student Involvement Services — Kutztown, Pennsylvania
Kutztown University — August 2002 - December 2004
Office Assistant and Event Programmer

Aided office staff in planning and implementing campus-wide events including Family Day, Homecoming weekend and Alumni weekend. Winner of the Kutztown University's 2005 Alumni Association Senior Undergraduate Service Award and 2004 Leadership and Stratton Administration Scholarship/Student Employee of the Year.

References available upon request.

"Know your limits and then defy them."