

**Elisa Flynn**  
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**Freelance Registrar** (June 2016 - present)

I have worked on registration projects including installations and deinstallations, shipments, courier trips, loan agreements, database management, and collection management with clients including The Oklahoma Contemporary Arts Center, MOMA, PS1, The New Museum, American Federation of the Arts, Pratt University, Blankforms, Sotheby's, and Masterpiece International, as well as individual artists, artist estates, and private clients.

**Part-Time Assistant Registrar/Assistant Archivist** (October 2018 to June 2019)

Andrew Kreps Gallery

- Inventory additions, updates and maintenance of all objects in ArtBase
- Open, condition check and label all incoming artworks
- Shipping arrangements for artwork to clients, borrowers and art fairs
- Consignment and loan agreements
- Maintenance and oversight of objects in storage locations
- Assist head preparator and head registrar with packing and installation as needed

**Registrar for Exhibitions and International Loans** (Oct. 2012 to May 2016)

Brooklyn Museum

- Manage and Coordinate all registration aspects of 4-5 major exhibitions per year
- Coordination of curatorial, art handling, collections, design and conservation staff in the movement, installation and presentation of exhibitions
- Writing of all condition reports of incoming and outgoing artworks; creation of condition and installation report notebooks.
- Loan agreements and all paperwork for exhibition loans with artists, institutions and private lenders
- Lender and artist contact and correspondence
- Arrange all crating, packing and shipments pertaining to incoming and outgoing exhibitions with in house staff as well as outside contractors
- Preparation and presentation of registrar budgets for in-house and traveling exhibitions, as well as maintenance and preparation of all related expenditures for payment
- Travel to install and deinstall exhibitions at other institutions throughout the US and loans in Europe

**Associate Registrar for Loans** (July 2008 to Oct. 2012)

Brooklyn Museum

Promoted from **Assistant Registrar for Domestic Loans** (March 2005 – June 30, 2008)

- Work independently to manage high-volume domestic loan program
- Primary contact with borrowers for all documentation for loan objects
- Preparing all loan agreements, shipping documents, insurance certificates, and invoices
- Schedule object preparation and release with conservators, collections manager, fine arts packer, borrower and shipper for all loans
- Conditioning of all objects for domestic outward loans
- Track and renew long-term loans from the collection
- Monitor receivables quarterly, work with Finance office on status of payments, send out past due notices.
- Coordinate update of registrars' outward loan schedule and courier schedule for Chief Registrar
- Preparing fiscal year outward loan statistics for Chief Registrar
- Preparing outward loan reports, and coordination of all loan materials from Registrar's office for

Collections Committee meetings

**Assistant Registrar** (December 2002 - March 2004)

The Museum of Arts & Design

- Registration and conditioning of all incoming objects for exhibition and accession
- Scheduling and supervision of all aspects of exhibition installation, in association with Head Preparator and Curators
- Shipping arrangements and documentation for outgoing and incoming art objects
- Arranging outgoing loans of objects in the Museum's collection
- Maintaining collection records in TMS database
- Creating all deeds of gift and purchase, and loan agreements for incoming objects
- Oversight of the Museum's collection in offsite warehouse space, including maintenance of objects and reorganization of the space
- Maintaining Museum photographic library and artist files; photographing of incoming objects; arranging professional photography of objects and exhibitions
- Attending meetings with Museum Collections Committee, including presentation of all objects for acquisition
- Soft-packing and shipping of art objects
- Hiring and supervision of departmental interns; supervising installation crew
- Extensive correspondence and phone contact with outside conservators, artists, shippers, lenders, and curators

**Administrative Assistant-Curatorial and Programs** (December 2001 - Dec. 2002)

The Museum of Arts & Design

- Assisting Chief Curator with all general tasks including correspondence, appointment scheduling, file maintenance
- Assisting with output of catalogue for the exhibition Changing Hands including preliminary editing of text, working with photographers, compilation and identification of photographs
- Correspondence and phone contact with artists, editors, outside curators
- Creating object labels for exhibitions
- Organizing meetings of the Museum's Collections Committee
- Assisting Curator, Registrar, and Education Department with projects as needed

**Other information:**

- Extensive experience with MS Office suite, TMS (The Museum System), Google Suite, ArtBase; experienced with Asana, ArtLogic, SAP, Photoshop, Illustrator, Filemaker Pro.
- Published writer and editor
- Social media, including Twitter, Instagram, Facebook, personal website.
- Co-Director of Gallery Thirteen, an artist cooperative gallery for 5 years in Danbury, CT, programming and production of 8-10 exhibitions per year, as well as regular music and reading events.

**Education**

BFA Degree with concentration in Painting and Printmaking from SUNY Purchase