

University of Denver

MA, Art History with Museum Studies concentration

University of West Florida

BA, Art/Art Studio-Art History

Jordan Schnitzer Museum of Art, University of Oregon

6/12-present Head Registrar & Shared Visions Manager

- Oversee use tax loan program Shared Visions, featuring significant modern and contemporary works from leading American art collectors
- Site all Shared Visions loans, determining location, gallery layouts, exhibit dates
- Work directly with art collectors and their advisors, galleries, auction houses, legal, and financial management teams to coordinate loan activities
- Liaise with shippers, conservators, framers, couriers, insurance carriers, contract art handlers / riggers
- Oversee condition reporting, photographic documentation, and unpacking/packing of loans
- Supervise full-time Assistant Registrar
- Assist JSMA Director and Development Director with cultivation
- In concert with JSMA staff, UO Risk Management and Contracting, negotiate loan conditions with lenders
- Request insurance certificates and the purchase of additional coverage, as needed
- Prepare checklists, loan request letters, facility report, loan agreements, receipts, RFQs, RFPs
- Arrange for installation/deinstallation services, casework fabrication, and the packing, crating, and shipping of regional, national, and international loans
- Use Outlook, G Suite, Teams to coordinate loan activities
- Create and maintain loan and exhibition records (manual and electronic; Mimsy database)
- Expeditiously approve and code invoices for processing
- Identify and mitigate high-risk concerns with JSMA security and prep staff, UO departments
- Assist preparators with exhibition installation/deinstallation, general art movement
- Act as courier
- Contributed to catalog, *Glenn Brown / Transmutations: What's Old is New Again*

Fred Jones Jr. Museum of Art, University of Oklahoma

6/10-6/12 Head Registrar / Interim Registrar: 3/10-6/10

- Supervised two full-time Assistant Registrars
- Liaised with prep, curatorial, education, and administrative departments for exhibition, scholar/class access, crating, shipping, photography, and conservation-related activities
- Oversaw insurance, storage, crating, and shipping arrangements for the permanent collection and incoming loans
- Assigned and trained couriers; made incoming courier arrangements and packets
- Advised staff on optimal art handling and packing techniques
- Monitored and tracked environmental conditions; worked with museum staff, conservators, and architects to implement optimal levels of light, temperature, and humidity in storage and gallery areas
- Organized and selected materials for three collection storage areas
- Prepared gallery labels, checklists, loan and gift forms; requested insurance certificates; completed Indemnity questionnaires
- Responsible for the creation and maintenance of accession and loan records (manual and electronic); image archive, including transparencies and digital files

- FileMaker Pro database administrator (18,000+ records)
- Managed rights and reproduction requests
- Oversaw campus loan program (300+ loans)
- Conducted site visits to create packing and shipping budget for two 1,000+ object incoming collections
- Inventoried, condition reported, and monitored packing of 3,500+ object Bialac Collection from Arizona residences for 6 weeks (2011); inventoried long-term loans at 5 Arizona locations (2012)
- Inventoried and packed Adkins Collection at Philbrook Museum of Art for 2 weeks (2011)
- Updated CMP, submitted collection stewardship information, and interviewed by visiting committee for reaccreditation purposes (2010-2011)
- International courier experience: Chichester, UK (2010), London (2011)

5/08-3/10 Assistant Registrar

- Updated collection information in four FileMaker Pro databases
- Led wall-to-wall inventory (2009-2010)
- Supervised interns and volunteers assisting with collection cataloguing and exhibitions
- Facilitated student and class access to collections
- Processed acquisitions and loans, including documentation, photography, and condition reports
- Prepared receipts, loan agreements, checklists, and gallery labels; requested insurance certificates
- Responsible for shipping, photography, and rights and reproduction requests in Registrar's absence
- Assisted with residential packing of gifts
- Monitored IPM, light levels, and maintained cleanliness of collection storage areas
- Examined artwork for possible conservation candidates
- Used Virtual Gallerie software to prepare virtual exhibition space, enabling FJJMA staff, other museum professionals, and architects to collaborate on layout and design
- Relocated thousands of artworks on-site and to off-site storage before start of 2009 museum construction and expansion
- Assisted with large-scale appraisal completed by Sotheby's in 2008
- International courier experience: Mexico City (2008), Oaxaca (2009)

1-5/08 Registration Assistant

- Assisted registration and prep departments as directed
- FileMaker Pro data entry; prepared images for upload
- Art handling, including packing and local couriering
- Assisted in the organization and installation of multiple exhibitions including photography, condition reports, and the creation and organization of accession files

T.T. Wentworth, Jr. Florida State Museum, Pensacola

7-12/07 Volunteer, Collections Management

- Labeled objects
- PastPerfect data entry

Denver Art Museum

6/04-10/06 Executive Assistant of the Asian Art Association

- Liaison between Board of Directors and AAA members/DAM staff/Denver art community
- Provided administrative support to 15-member Board of Directors
- Generated reports and membership data for monthly meetings
- Handled event planning for 10+ educational programs per year

- Designed monthly mass e-mails for AAA events and other local Asian art-related activities
- Processed member dues, annual fundraiser profits, donations, and invoices
- Assisted volunteers and other Asian art department staff
- Maintained Access membership database averaging 200+ records, AAA internet site, departmental files, and archive

3-11/05 Graduate Intern and Volunteer, Architecture, Graphics and Design Department

- Research assistant for Curator R. Craig Miller's *EuroDesign, 1985-2005* exhibition and catalog
- Assembled files on Italian, French, German, Swiss, and Dutch designers reviewed by Curator prior to artist/manufacturer/critic interviews and essay writing; Curatorial Associate also utilized information for image rights and presentations

University of Denver

3-5/04 Graduate Student Co-Curator of *In Limbo*, Victoria H. Myhren Gallery

- Sole writer of two committee proposals
- Researched artists, sized artwork for gallery model, and gave tours of completed exhibit
- Collaborated on catalog essay and gallery labels
- "2005 Best Class Project" (*Westword*, Denver)

Chanzit, Gwen, ed. *In limbo: an exhibition of works from the Denver Art Museum's fractional and promised gift of contemporary art from Vicki and Kent Logan, and from the collection of Vicki and Kent Logan: Victoria H. Myhren Gallery, School of Art and Art History, University of Denver, January 13-March 11, 2005*. Denver, CO: University of Denver, School of Art and Art History, 2005.

9/03-5/04 Slide Library Assistant in the School of Art & Art History

- Assisted Visual Resources Curator in updating image files and slides

Pensacola Museum of Art

6/02-6/03 Visitor Services Staff / Exhibit Preparator / Curatorial Intern

- Provided information pertaining to exhibits, membership benefits, educational opportunities, and local art happenings to museum visitors
- Exhibition installation/deinstallation, packing, gallery preparation; monitored environmental conditions
- Organized Harry Thornton Library and archival files
- Curated exhibit *New York, New York: The Work of Ashcan Artist Emil Holzhauer*
- Updated condition reports, including 50+ drawings, on Chinese objects in permanent collection