

Jacqueline Arase

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SUMMARY

Museum registrar and collections specialist with 20+ years across museums, archives, aquariums, and private collections. Expertise in accessions/deaccessions, loans, condition reporting, international shipping, and insurance/budget oversight. Proficient in TMS, EmbARK, Argus, ZIMS, and digital asset management workflows. Skilled collaborator with Curatorial, Conservation, and Collections Management teams; recognized mentor and trainer of staff and interns. Committed to DEIA, accessibility, and sustainability in collections stewardship, with extensive experience in modern and contemporary art.

CORE SKILLS

- Collections Management & Registration (accessions, deaccessions, numbering systems)
- Loan Documentation, Insurance Certificates, Courier Oversight
- Packing, Crating & International Shipping Logistics
- Condition Reporting, Matting & Framing Coordination
- Collections Systems: TMS, EmbARK, Argus, ZIMS
- Project Management Tools: Asana, MS Office, SharePoint
- Digital Asset Management: Metadata, TIFF/PDF, OCR, Photoshop
- Budget Tracking & Invoice Processing
- Mentorship & Training of Assistants, Interns, Volunteers
- Preventive Conservation & Integrated Pest Management
- Provenance Research, Policy Creation, Stakeholder Communication

PROFESSIONAL EXPERIENCE

Family Caregiving & Professional Development Sabbatical

Moraga, CA | 2024 – 2025

- Career break for personal health and caregiving while pursuing professional training in SQL, MySQL, and museum data systems.
- Returning to full-time museum work with renewed focus, resilience, and expanded technical expertise.

Donor Database & Prospect Research Manager

Sustainable Conservation | San Francisco, CA | 2019 – 2024

- Directed DonorPerfect CRM for 80,000+ donor and gift records, ensuring accuracy and compliance.
- Partnered with accounting staff to reconcile donations, track budgets, and support annual audits.
- Produced donor research briefs and analytical reports supporting \$5M annual fundraising goals.
- Trained staff in database best practices and coordinated system upgrades.

Registrar & TMS Database Manager

Vallejo Investments, Inc. – The Private Collection of Ann & Gordon Getty | San Francisco, CA | 2015 – 2018

- Maintained TMS for museum-quality collection of 17th–19th century fine and decorative arts.
- Coordinated conservation treatments, insurance documentation, and international shipping.
- Negotiated loan agreements and acted as courier for domestic and international loans.
- Designed custom Crystal Reports for inventories, provenance, appraisals, and insurance updates.

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Aquarium Registrar & ZIMS Database Manager

California Academy of Sciences – Steinhart Aquarium | San Francisco, CA | 2011 – 2014

- Oversaw ZIMS database for 38,000 live specimens; ensured AZA standards compliance.
- Coordinated permits (USDA, CITES, CA Wildlife) and international transport logistics.
- Partnered with Conservation, Husbandry, and Veterinary staff on treatments and housing.
- Directed institutional database migration from ARKS → ZIMS.

Associate Registrar, Permanent Collection

Judah L. Magnes Museum | Berkeley, CA | 2007 – 2009

- Managed accessions/deaccessions, numbering, and acquisition documentation.
- Coordinated with Conservation on treatments and preventive care.
- Oversaw registration budgets, archival supply purchases, and shipping logistics.
- Drafted and updated collections management policies and procedures.
- Supervised interns and volunteers on digitization and inventory projects.

SELECTED REGISTRATION PROJECTS

Project Archivist & Public History Support

UC Blake Garden Centennial Project | Berkeley, CA | 2024

- Collaborated with UC Blake Garden staff and archives to create a visual history timeline.
- Produced large-format interpretive banner using archival documents and photographs.
- Provided reference assistance and visitor engagement during centennial event.

Contract Registrar & Project Coordinator

Stanford Health Care Art Program, Stanford Health Care, Stanford, CA | 2019

- Entered artwork data and metadata into EmbARK.
- Generated installation reports and formatted wall labels for public exhibitions.

Contract Exhibition Registrar

The Mexican Museum, CA Academy of Sciences, Mills College, Charles M. Schulz Museum, Oakland Museum, Lucasfilm Archives, Bay Area, CA | 2003 – 2011

- Managed exhibition installations, packing, loans, and digitization projects.
- Developed registration documentation and image assets for traveling exhibitions.

EDUCATION

- M.A., Museum Studies (Collections Management) – John F. Kennedy University, 2004
Thesis: Can Museums Save Video Installation Art at the Moment of Accession?
- B.A., Art History – University of California, Los Angeles, 1996

PROFESSIONAL DEVELOPMENT & HONORS

- Committee Member of the Year, Zoological Registrars Association (2014)
- Steering Committee, Institutional Data Management Advisory Group (AZA, 2013–14)
- Chair, Training Committee, Zoological Registrars Association (2013–14)
- RC-WR Newsletter Editor (2008–11)
- RC-AAM Margaret A. Willard Scholarship (2003) | WMA Wanda Chin Scholarship (2002)
- JFKU Alumni Recognition (2014)