

# 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*

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- 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*

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- 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*

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- 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*

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- 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*

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- 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)