

# JACQUELINE ARASE

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## SUMMARY

Experienced museum registrar and database specialist with over 20 years of service across cultural institutions, including museums, archives, and private collections. Demonstrated success managing complex exhibitions, coordinating international loans, and maintaining large-scale collections databases. Familiar with digitization equipment, metadata standards, and archival best practices. Brings additional donor database and prospect research expertise from recent development leadership roles.

## CORE SKILLS

- Collections Management & Registration
- CRM Database Management & Prospect Research
- Loan Documentation & Courier Oversight
- Works on Paper: Condition reporting, handling, housing, and storage
- Digitization & Imaging: DSLR cameras, flatbed/film scanners, Adobe Photoshop, TIFF/PDF creation, OCR
- Metadata & Digital Asset Management: Metadata standards, image file formats, digital object handling
- Databases: TMS, EmbARK, ZIMS, Argus, IDEA ALM, DonorPerfect, Salesforce
- Art Handling & Preventive Conservation
- Exhibition Planning & Object Installation
- Archival & Museum Best Practices: Preservation, security, condition reporting
- Project Management & Workflow Development: Training, documentation, policy creation
- Research & Reference Services: Provenance, bibliographic instruction, access facilitation
- Interdepartmental & External Coordination

## PROFESSIONAL EXPERIENCE

### **Family Caregiving & Professional Development Sabbatical**

*Moraga, CA | 2025*

- Planned career break for personal health and caregiving while pursuing professional development and selective contract projects.

### **Donor Database & Prospect Research Manager**

*Sustainable Conservation, San Francisco, CA | 2019 – 2024*

- Served as the key individual for managing and maintaining the donor database.
- Conducted individual donor, corporate, and foundation research to identify, cultivate, and steward new and existing relationships. Helped raise \$5 million annually.
- Managed and maintained the DonorPerfect database, ensuring accurate and up-to-date donor and gift records across multiple fundraising campaigns.
- Streamlined gift entry and acknowledgment processes, improving turnaround time and enhancing donor stewardship.
- Conducted wealth screenings and donor research using iWave and DonorSearch to identify and qualify major donor prospects, foundations, and corporate partners.
- Produced detailed donor profiles and analytical reports to support development strategy and portfolio management.
- Collaborated with accounting team to reconcile donations monthly and support annual audit preparation.
- Led regular data hygiene and enhancement projects, improving overall data accuracy and reporting capabilities.
- Generated monthly fundraising performance dashboards and forecasting reports for senior leadership and board use.
- Supported donor cultivation and stewardship efforts through targeted research, event guest profiles, and follow-up tracking.
- Trained development staff on database best practices and coordinated system upgrades and troubleshooting with vendors.
- Played a key role in driving data-informed decisions that contributed to meeting and exceeding annual fundraising goals.

**Registrar, TMS Database Manager**

*Vallejo Investments, Inc., Ann and Gordon Getty Collection, San Francisco, CA | 2015 – 2018*

- Primarily responsible for the data management of a private, museum quality fine art collection composed mostly of English and French 17th through 19th century antiques, objects d'art, textiles, and paintings.
- Maintained and updated the TMS collections database with all appraisal and conservation documentation and images.
- Designed and generated custom Crystal Reports for all inventory inspections, annual insurance updates, provenance research, and appraisal preparation.
- Worked with IT department to manage TMS upgrade proposals with Gallery Systems.
- Managed and scheduled vendors for conservation, crating, packing, and shipment of collection.
- Arranged transportation logistics and registration documentation for outgoing loans and consignments.
- Worked with accounting departments to process all purchase and sale documentation.
- Acted as a courier on domestic and international outgoing loan shipments and installations.

**Aquarium Registrar, ZIMS Database Manager**

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

- Responsible for all records concerning living and historical collections of the Steinhart Aquarium, comprising 38,000 animals from over 900 species.
- Maintained the ZIMS collections database and inventory for the living and historical collections of the Steinhart Aquarium.
- Ensured all records were current and in accordance with the best practices and industry standards established by the AZA.
- Ensured the recordkeeping system provided sufficient detail to enhance husbandry, breeding, conservation, and medical health advancements to move forward the critical knowledge of species through permanent, retrievable documentation.
- Ensured all transactions adhered to collection-management plans and policies.
- Arranged all transportation logistics for approved animal transactions.
- Managed all regulatory permits, including: USDA, Cal AG, CA Dept. of Fish and Wildlife Restricted Species Permit, Veterinary Permits, import and/or transport permits, and international collecting permits.
- Served as the liaison between the institution and outside organizations/institutions (such as ISIS, SSP, TAG, studbook, etc) for matters of animal records and related issues.
- Oversaw the institutional database transition from ARKS to ZIMS.
- Maintained the internal team MS SharePoint website for workflow requests and resources.
- Managed a formal graduate-level collections management internship program.

**Associate Registrar, Permanent Collection**

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

- Served as the key point-person for all new acquisitions.
- Assisted the Head Registrar/Collections Manager with the management of the department budget, including the cost analysis of archival supplies and object shipment costs.
- Communicated with administration, board of directors, registration, curatorial, development, and art preparation staff regarding permanent collection needs and new acquisition proposals.
- Composed and updated collections management policies and procedures.
- Entered and managed object data in the collections management database systems (TMS).
- Created object tracking documents and special project timelines.
- Managed volunteers and interns on inventory and digitization projects.
- Managed the shipping logistics, documentation, and registration procedures for all new acquisitions.
- Condition reported and photographed works on paper and three-dimensional objects for acquisition, exhibition, and loan.
- Managed all museum pest issues and coordinated the monthly integrated pest management treatments with outside service vendors.

## **SPECIAL PROJECTS**

### **Development & Data Systems Board Member (Volunteer)**

*San Francisco Aid for Animals, San Francisco, CA | 2026 (Present)*

- Provides board-level oversight and strategic guidance on donor data systems, reporting, and fundraising operations.
- Partners with Development leadership to strengthen CRM strategy, data governance, and stewardship practices.
- Supports sustainable systems that enable accurate tracking of donor engagement and organizational impact.

### **Project Registrar & Public History Support (Volunteer)**

*UC Blake Garden, University of California, Berkeley, CA | 2024 – 2026 (Present)*

- Created a best practices manual for preventative conservation care of outdoor ceramic art.
- Produced a large-format visual history 100-year timeline using archival documents and photographs from the Environmental Design Archives (EDA).
- Provided on-site reference assistance and visitor engagement during Centennial event.

### **Contract Registrar & Project Coordinator**

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

- Entered and reconciled artwork information into the EmbARK database.
- Created installation reports and generated wall labels.
- Organized and uploaded image files using custom naming convention.

### **Contract Public Art Administrator**

*Gordon Huether Studio, Napa, CA | 2018*

- Identified new and existing sources for RFQs/RFPs through online research.
- Wrote persuasive LOIs and submitted materials for all RFQ/RFP applications.
- Managed all public art commission images using Adobe Lightroom.
- Created compelling finalist presentations using Adobe InDesign.
- Created weekly public art call status reports using Salesforce database.

### **Contract Public Art Administrator**

*Michael Szabo Studio, San Francisco, CA | 2015*

- Researched and attended art market tradeshow in California and New York.
- Assisted with tradeshow art booth installations and artwork sales.
- Identified new and existing sources for RFQs/RFPs through online research.
- Wrote persuasive LOIs and submitted materials for all RFQ/RFP applications.

### **Contract Exhibition Registrar**

*The Mexican Museum, San Francisco, CA | 2009 - 2011*

- Managed the installation of three (3) in-house exhibitions.
- Researched and purchased appropriate installation materials.
- Hired and managed art preparation staff.
- Organized, staged, photographed, condition reported, and installed objects.
- Created exhibition binders containing supportive registration documentation.

### **Contract Exhibition Registrar**

*California Academy of Sciences, San Francisco, CA | 2010*

- Managed the registration and shipping logistics for the deinstallation of *Extreme Mammals: The Biggest, Smallest, and Most Amazing Mammals of All Time*, a 120+ object traveling exhibition.
- Kept tight deinstallation and shipping schedule on track.
- Repacked and shipped over 120 specimens.

### **Contract Collections Assessment Professional**

*Mills College Art Museum, Oakland, CA | 2010*

- Performed a complete inventory and assessment of all registration files, documents, and procedures.
- Created and/or revised all policies and procedures.

- Conducted inventory and assessment of registration records for approximately 8,000 artworks.
- Provided recommendations for future project priorities and timelines.

**Contract Exhibition Registrar**

*Charles M. Schulz Museum and Research Center, Santa Rosa, CA | 2007*

- Prepared and packed objects for three traveling exhibitions.
- Researched and purchased appropriate packing materials.
- Organized, staged, photographed, condition reported and packed objects.
- Prepared packing and unpacking instructions for each venue.

**Contract Move Registrar**

*Oakland Museum of California, Oakland, CA | 2006*

- Monitored and documented objects during move to off-site storage warehouse.
- Generated lists for objects moving between the old and new offsite locations.
- Assisted preparation staff in tracking objects loaded and unloaded onto trucks.
- Tracked locations as objects were put away into temporary or permanent storage.
- Updated record information in Argus collections management database system.

**Contract Exhibition Registrar**

*Lucasfilm Archives, Lucas Valley, CA | 2003*

- Assisted with the preparation of *The Art of Star Wars*, a 400-object traveling exhibition.
- Maintained and updated exhibition checklists using Microsoft Excel.
- Generated condition reports for objects and assembled traveling exhibition condition report binders.
- Organized, staged, and packed objects including models, costumes, props, maquettes, matte paintings and other film art and artifacts.

**TECHNICAL  
SKILLS**

- **Platforms:** Mac & PC
- **CMS:** Argus, EmbARK, TMS, ZIMS
- **CRM:** DonorPerfect, Salesforce
- **Communication:** Google Meet, MS Teams, Slack, Zoom
- **Graphics:** Adobe InDesign, Canva
- **Imaging:** Adobe Lightroom, Adobe Photoshop
- **Prospect Research:** DonorSearch, iWave
- **Tools:** Asana, Box, Dropbox, Google Workspace, MS Office, SharePoint, WeTransfer

**PROFESSIONAL  
DEVELOPMENT  
& HONORS**

- Committee Member of the Year, Training Committee, Zoological Registrars Association (2014)
- JFKU Alumni Recognition (2014)
- Steering Committee, Institutional Data Management Advisory Group (AZA) (2013–2014)
- Chair, Training Committee, Zoological Registrars Association (2013–2014)
- Assistant Newsletter Editor, RC-WR (2008–2011)
- RC-AAM Margaret A. Willard Scholarship (2003)
- WMA Wanda Chin Scholarship (2002)

**EDUCATION**

**M.A., Museum Studies (Collections Management Track)**

John F. Kennedy University, Berkeley, CA (2004)

*Thesis: Can Museums Save Video Installation Art at the Moment of Accession?*

**B.A., Art History**

University of California, Los Angeles, CA (1996)