

## MJ MEREDITH HAGAN

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*Art museum registrar and collections manager with 15 years of experience, specializing in the management of fine, decorative art, history, and costume collections. Expertise in historic house collections management, exhibits registration and database management.*

### MUSEUM EXPERIENCE

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#### **Independent Registrar/Collections Manager**

**Feb 2019-Present**

Providing collections management and registration services for museums, galleries, and private collectors.

*Exhibition and Loan Services:* exhibition planning, coordination and installation, international and domestic courier services, international and domestic packing and shipping, incoming/outgoing museum loan management, condition reporting, federal indemnity, fine arts insurance.

*Collections Management Services:* inventory management, condition reporting, fine arts insurance, security, collections storage, framing and conservation project management, coordination of deaccession and disposal projects. Expertise in managing collections in a historic building including care of historic interiors. Management of high value collections.

*Digital Services:* expertise in database management including selection and conversion to a new system and collections documentation/data cleanup projects. Management of collections digitization and publication online. Digital condition reporting. Management of social media accounts.

#### **Hillwood Estate, Museum & Gardens**

**Washington, DC**

#### *Head of Collections Management/Registrar*

**Mar 2016-Jan 2019**

Manage all aspects of registration and collections management for the 20,000+ permanent collection, loans, and exhibitions.

- Oversee acquisitions, loans, deaccessions, inventory, storage, collections documentation, conservation, security, risk management, database administration, condition reporting, pest management, environmental management and insurance.
- Create and manage the exhibit registration and collection department budgets, set yearly strategic goals, determine preservation priorities, and supervise four collections staff.
- Registrar for incoming and outgoing loans, traveling exhibitions, and in-house exhibitions. Duties include loan agreements, condition reports, insurance, federal indemnity, crating, shipping and courier arrangements. Oversee installation and de-installation of exhibits working closely with curatorial and exhibition design. Supervise preparators and art handlers.
- Key member in inter-departmental teams; point of contact for donors, artists, scholars, vendors, collectors, estates and outside constituents.
- Experienced domestic and international courier.

#### **Key Accomplishments:**

- Improved collections digitization increasing the number of objects with images from 5% to 50%.
- Completed CAP assessment, risk assessment and collections space planning study in preparation for construction of collections storage facility.
- Initiated large-scale collections inventory and rehousing project.
- Initiated conversion to TMS database.

**Hillwood Estate, Museum & Gardens Washington, DC***Registrar***Feb 2012-Mar 2016**

Responsible for acquisitions, deaccessions, loans, exhibitions registration, inventory, storage, collections documentation, conservation, security, risk management, database administration, condition reporting, and insurance.

- Handled all aspects of registration for busy loan and exhibition program including two onsite temporary exhibitions, one traveling exhibition, and three rotations of collections in the historic mansion per year. Multiple international and domestic courier trips per year.

**Key Accomplishments:**

- Selected a new CMS and migrated the collections data from an outdated system to Re:Discovery Proficio. Created new data standards and brought data into compliance. Trained staff.
- Managed two major deaccessions from the collection.
- Processed a ten year backlog of acquisitions and found in collection objects.

**Smithsonian, National Postal Museum****Washington, DC***Museum Technician***Aug 2007-Feb 2012**

Coordinated collections documentation in TMS and digitization for publication to the museum's online catalog. Expert level knowledge of TMS. Project manager for web and new media projects including Facebook, Twitter, web exhibitions, and the museum's blog.

**National Archives and Records Administration Washington, DC***Archives Technician, Exhibitions***Apr 2006-May 2007**

Assistant to the Exhibitions Registrar; assisted with condition reporting, exhibition installation/de-installation, database entry, curatorial research, and object selection.

**Smithsonian, National Museum of African American History & Culture****Washington, DC***Intern, Curator of Collections***Jan 2007-May 2007**

Created and maintained database and collection files, researched potential acquisitions, and provided curatorial support.

**Smithsonian, National Museum of American History****Washington, DC***Intern, Registration Services***May 2006-Aug 2006**

Assisted in processing objects for incoming loans and acquisitions. Assisted in accession records processing project.

**York County Heritage Trust****York, PA***Registrar***May 2004-Aug 2005**

Managed collections for the Trust's three museums, five historic buildings, archives, and library. Conducted public tours, assisted with events, responded to public inquiries, supervised and trained volunteers.

**EDUCATION****George Washington University****Washington, DC**

M.A., Museum Studies, 2007

Concentration in Collections Management & Decorative Arts

**Pennsylvania State University****Harrisburg, PA**

B.H., Interdisciplinary Humanities, 2004