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President

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Thirty years of experience working with art, costume, textile and object collections in public museums, private collections, and for-profit institutions.

CURRENT CONTRACT REGISTRAR PROJECTS

North Carolina History Center of the Civil War, Emancipation, and Reconstruction Foundation, Fayetteville, NC (April 2024 – present)

Exhibition Artifact Coordinator – Locating and selecting artifacts for the new history center.

- Working with exhibition design firm to locate artifacts for display in the history center.
- Coordinating approximately 100 artifacts from several in-state lenders.
- Purchasing items when needed via public auction.
- Building scheduled to open Spring 2027.

Global Ministries of The United Methodist Church, General Board of Global Ministries, Atlanta, GA, (June 2022-present)

Exhibition Loan Coordinator – January 2024-present

Planning, preparing and installing the exhibition to travel to a second venue, Schatten Gallery on the campus of Emory University.

- Review loan and exclusive license forms for updates and changes
- Arrange transportation from airport to next venue
- Provide forms and documents to venue staff
- Coordinate shipment of one additional artifact
- Exhibition opened January 2025

Exhibition Loan Coordinator - June 2022- December 2023

Working with a team to plan, prepare and install a contemporary Native American Exhibition, *This Land Calls Us Home* at the Atlanta Hartsfield airport. (remote, part-time)

- Create and prepare forms for loan and condition.
- Coordinate documentation for loans.
- Organize and arrange packing and shipping of objects.
- Review insurance and ensure object are accurately insured.
- Set up area for temporary storage prior to exhibition installation.
- Installation of exhibition November 2-3, 2023.

EM Group (Experiential Media), Peachtree Corners, GA (October 2023-present)

Previously Premiere Exhibitions. Installed and/or deinstalled *Titanic: The Artifact Exhibition*.

- Unpacked and installed 150-300 objects per exhibition.
- Deinstalled exhibition and prepared condition reports for objects previously on display.

PREVIOUS CONTRACT PROJECTS

University of North Carolina, School of the Arts, Winston-Salem, NC (Spring 2024, Spring 2025)

Completed a survey of all campus artworks, compile documentation about works of art, including physical attributes, and provenance documentation. Returned in Spring 2025 to continue the project with the University Collection. Began bringing in specialists for conservation estimates and appraisals. Also began surveying the art collection at the Kenan Institute for the Arts which is also located on campus.

Mint Museum of Art, Charlotte, NC (July 2023)

Vacuumed and packed costumes from the exhibition, *Fashion Reimagined*.

JT Robinette Art & Artifacts Collections Management, (October 2022)

Working with an artist representative, contracted to photograph and inventory a large collection of works on canvas for international shipping estimate and evaluation. (Williamsburg, VA)

Greenhill Center for North Carolina Art, Greensboro, NC (May 2022 – June 2024)

As the Curatorial Registrar, maintained inventory and records for the gallery and gift shop. (part-time)
Prepared monthly sales reports, created new records, updated location records, and corresponded with artists.

Mint Museum of Art, Charlotte, NC, (November 2021)

Prepared condition reports and dressed mannequins for the exhibition, *The World of Anna Sui*.

Premier Exhibitions/ RMS Titanic, Atlanta, Georgia, (2006-2014)

Installed and/or deinstalled *Titanic: The Artifact Exhibition* in multiple national and international cities four to ten times per year. (Now called EM Group)

Edgar Allan Poe Museum, Richmond, Virginia, (April-November 2013)

Prepared and proposed Kickstarter project to fund the publication of a book of drawings by James Carling that illustrate Poe's *The Raven*. Kickstarter page went "live" October 1, 2013-November 15, 2013.

Danville Museum of Art and History, Danville, Virginia (August 2013)

Quick catalog of the Camilla Ella Williams collection consisting of 500 objects in collection and about 1000 pieces of ephemera. Prepared report and recommendations for the next steps in caring for the collection.

Virginia Association of Museums (VAM), Richmond, Virginia, (2011)

Created three Disaster Plan templates that were simple and easy to use; for small, medium, and large museums.

Robert Russa Moton Museum, Farmville, Virginia, (2008)

A new museum and collecting institution, the collections representative assisting the Director, Lacy Ward.
Developed a Collections Management Policy and legal forms for the museum.

Black History Museum and Cultural Center of Virginia, Richmond, Virginia, (2007)

Contracted to organize the move of the museum's collection of approximately 3,000 pieces of ephemera and paper materials as well as a 50 piece Ethnographic collection. Organized a "White Glove Gang" consisting of a team of 24 volunteers who packed and moved the collection to an off-site storage facility.

Virginia Museum of Fine Arts, Richmond, Virginia, (2005-2007)

Coordinator of Deaccessioning Project – Responsible to create and manage a deaccessioning project.

Including culling the collection of over 23,000 objects and recommending objects for possible deaccession.

Scheduled experts in the areas of paintings and decorative arts to review objects. Coordinated the packing, shipping and tracking of objects sent for auction. Updated paper and CMD records of 500 deaccessioned items.

FULL TIME MUSEUM COLLECTION EXPERIENCE

Weatherspoon Art Museum, University of North Carolina, Greensboro, North Carolina, (2015-2022)

Head Registrar – Managed a department of three full time staff members and graduate assistants.

- Managed domestic and international outgoing loan program.
- Responsible for a collection of 6,000 works of contemporary art.
- Coordinated busy exhibition schedule of 10-12 exhibitions per year.
- Arranged for the transport of new acquisitions and incoming exhibitions.
- Performed the daily administrative tasks of a registrar.

Eclectic Electric, Private collection, Richmond, Virginia, (2005-2012)

Registrar and building manager – As the first professional, developed museum professional standards for the collection.

- Responsible for documenting the entire collection of 6,500 early electrical appliances including heaters, irons, fans, and vacuums. Developed a unique numbering system.
- Used the, EmbARK from Gallery Systems and performed a conversion of 2,500 records.
- Developed and managed museum database system EmbARK web kiosk.
- Scheduled and handled tours of the museum as well as building maintenance.

Virginia War Memorial, Richmond, Virginia, (2003-2005)

Collections Manager – The first professional collections employee at the memorial.

- Set up a storage area, housed the items in archival materials, and created an inventory of 250 objects.
- Created and developed legal paperwork including a Collections Management Policy and Deed of Gift.
- Managed the volunteer program.

The Valentine Richmond History Center, Richmond, Virginia, (2001-2002)

Registrar - A mid-sized museum, responsible for all registration related duties.

- Processed new acquisitions, incoming and outgoing loan requests.
- Reviewed, negotiated, and selected a new museum database program: I/O, from Willoughby & Associates.
- Mapped data and converted about 15,000 records from a hierarchical database (Argus) into a new relational database. (I/O)
- Wrote a cataloging manual for data entry and performed a data clean up.
- Administered the database and was responsible for training the staff on its use.

TEACHING EXPERIENCE

University of North Carolina Greensboro, NC,

Adjunct professor, Public History Department, (2020, 2022)

Instructed graduate students, “History Museum Curatorship: Collections Management.”

Fall 2022 developed Collections Management Policy and Plan for Temple Emanuel Archives located at the Temple in Greensboro, NC.

Guest lecturer, School of the Arts, Arts Administration (2019, 2022, 2023)

Lectured to the undergraduate students, “Introduction to Art Museum Studies”

Discussed the role of collections management and registration in museums

Appalachian State University, Boone, NC (2021)

Guest speaker for art history art management, studio art, and public history students.

Presented information to students about the diversity of registration and collections management as a career.

Longwood University, Farmville, Virginia

Adjunct professor in History department (2003)

Instructed, "Introduction to Museum Studies."

Covered topics such as collection management and registration, museum ethics, condition reporting, and cataloging among other topics.

Adjunct professor in Art department (2014)

Taught undergraduate art seniors, "Professional Practices."

Assisted students in preparing for a career as an artist. Developed resumes, artist statements, and performed mock interviews. Reviewed the steps needed when applying to residencies and obtaining grants.

Richard Bland Community College, Richmond, Virginia, (2007)

Guest lecturer, History Department discussed post war fashion "Christian Dior and the New Look, 1947-1948."

Virginia Commonwealth University, Richmond, Virginia, (2005 - 2006)

Adjunct professor in Fashion Department,

Instructed students in the class, "20th Century Fashion."

Covered the history of western fashion from 1850-2000.

Fashion Institute of Technology, New York, New York, (2000)

Guest lecturer to Graduate "Storage Solutions" class.

VOLUNTEER EXPERIENCE

Greenhill Center for North Carolina Art, Greensboro, NC (May- September 2022)

Gift Shop volunteer- Performed inventory of the shop and rectified the inventory.

Began returning unsold works to the artists.

Greensboro Project Space, University of North Carolina Greensboro, NC (2021)

Curator the exhibition entitled: *We are Home: Local Artists Unmasked*.

The multimedia exhibition brought together artworks of 10 female Greensboro artists. The exhibition showcased artwork made at home during early Covid lockdown.

COLLECTION MANAGEMENT DATABASE SKILLS

Gallery Systems, EmbARK

Questor Systems, Classic Argus

RE:Discovery Inc, Re:Discovery

Willoughby & Associates (now Axiell Design), Multi-MIMSY, Mimsy XG & I/O

Past Perfect Museum Software

Masterpiece

EDUCATION

Fashion Institute of Technology, New York, New York

Master of Arts, Museum Studies, specialization in Clothing and Textiles.

New York University, New York, New York

Continuing Education, Appraisal Studies, previously USPAP certified.

Virginia Commonwealth University, Richmond, Virginia

Bachelor of Fine Arts, Major in Fashion Merchandising.