

# ERIN E. DAMON

E: eedamon@yahoo.com • M: 414-324-9443 • South Portland, ME 04106

---

## MUSEUM REGISTRAR

Focused and experienced **Registrar** with a broad knowledge of both ancient and contemporary artwork and their appropriate display. Possesses practical knowledge in best museum practices for art handling and storage. Adept at managing exhibitions and artwork on both large and small scales. Meets tight deadlines promptly while juggling a multitude of additional assignments.

**Spanish: intermediate reading, writing, and comprehension. Core qualifications:**

- Excellent breadth of experience with art, natural history, historical, anthropological and archival objects
  - Exceptional familiarity with domestic and international shipping agents
  - Prolific experience as a domestic and international courier
  - Strong proficiency with standard collection management systems, including Gallery Systems' EmbARK, Vernon Systems, PastPerfect, KEEMu, FileMakerPro, and Paradox9
  - Outstanding knowledge of museum studies and art history
  - High oral and written communication skills
  - Sound project organizational and management skills
- 

## PROFESSIONAL EXPERIENCE

### **Portland Museum of Art • Portland, ME**

*A large regional museum with a collection of over 18,000 objects. Significant holdings of American, European, and contemporary art, as well as iconic works from Maine.*

#### **Assistant Registrar - Exhibitions • May 2018 - Present**

Coordinates all exhibition-related logistics, including loan paperwork and lender requirements, organization of domestic and international shipping and packing arrangements, courier arrangements and scheduling, and planning of installation and de-installation strategies for active in-house and traveling exhibition schedule. Develops and manages budgetary expenses for loan preparation and transportation.

#### **Assistant Registrar • December 2010 – May 2018**

Under supervision of the Registrar, responsible for the care and maintenance, storage and handling, condition and conservation assessment, inventory, movement and location controls of more than 18,000 permanent collection and long-term loan works of art, and 7 annual changing exhibitions at the PMA. Oversees all aspects of Photo Services division including internal and external image use, with knowledge of industry standard copyright and reproduction procedures.

Exclusively responsible for managing all external shipping arrangements for artwork coming to or leaving from the museum (exhibitions, gifts and purchases, long-term loans). Generates paperwork for outgoing, long-term and exhibition loans, and all gift and purchase agreements for new acquisitions. Processes all incoming loans and acquisitions including condition reports and conservation assessments. Oversees the security needs and customs procedures associated with both domestic and international artwork. Routinely acts as a courier for artwork loaned by the PMA. Works closely with preparators when moving and installing artwork.

**Exhibitions and Curatorial Coordinator • January 2008 – December 2010**

Responsible for exhibition scheduling and production, preparing loan and photography requests, obtaining image rights for reproduction in exhibition catalogues, producing exhibition labels, creating content and layout, and overseeing care and transport of objects. Auxiliary support for preparators and registrars with inventory projects, and in the care, handling, conservation and transportation of artwork.

**Curatorial and Registration Assistant • January 2007 – January 2008**

Led the PMA through its 2006-2007 reaccreditation in accordance with guidelines set by American Alliance of Museums (AAM). Gathered information from all museum departments, photographed objects, and edited submitted data. Assisted curatorial department with research for newly-acquired Winslow Homer Studio as it underwent significant restoration and recovered historic artifacts from the site. Managed all rights & reproductions requests for the registration department.

**Milwaukee Public Museum • Milwaukee, WI**

*One of the largest in the United States, MPM is a museum of human and natural history containing more than 4.5 million specimens and using 150,000 square feet of exhibit space.*

**Lead Collections Specialist, IMLS Grant • September 2005 – June 2006**

Lead project coordinator for entering paper-based catalog information from over 107,000 records into a collections database for conversion into KE EMu collections management system. Supervision of ten data entry technicians, verification of electronic and hard data, entering catalog information into the system, and additional stewardship and interpretation of anthropology collections as directed by the Collections Manager.

**Museum Assistant, Level III • September 2003 – July 2004**

Constructed boxes and archival packaging for 17,000 botanical specimens for Botany department. Conducted inventory of specimens and updated object information using Paradox 9 database.

**Curatorial Assistant, Department of Anthropology • May 2000 – July 2001**

Researched objects for visitor identification, public inquiry, donors, and scholars. Catalogued and accessioned objects into the anthropology collection. Facilitated NAGPRA (Native American Graves Protection and Repatriation Act) projects and tribal repatriations. Responsible for stewardship of over 93,000 objects, including inventory work and collections rehousing projects. Trained and supervised volunteers, interns, and work-study students on specific projects.

---

**EDUCATION**

**Master of Arts in Art History • Certificate in Museum Studies**

**UNIVERSITY OF WISCONSIN-MILWAUKEE • Milwaukee, WI • 2004**

*Specialization: Ethnology of Indigenous North America and  
the Art & Archaeology of Pre-Contact South America*

**Bachelor of Arts in Art History (cum laude) •**

**Hispanic Studies minor, Sigma Delta Pi (National Hispanic Honor Society)**

**WHEATON COLLEGE • Norton, MA • 1999**

*Specialization: Pre-Columbian Art & Archeology*