

Chrissy Marquardt

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RELEVANT EXPERIENCE

Akron Art Museum, Collections Manager and Exhibitions Registrar

Akron, Ohio January 2017—April 2020

Manage the museum library, exhibitions, and collection. Locating, packing, transporting and handling objects for gallery installations, and outgoing loans. Execute administrative tasks related to the management of the collection, including deeds of gift, cataloging, related filing/record keeping, inventory, database management, budgets, and coordinating and monitoring conservation needs. Coordinate logistics for temporary exhibitions including, negotiating contracts and loan agreements, shipping, installation, unpacking and packing, condition reports. Supervise Librarian and Archives Manager and interns.

Columbus Museum of Art

Columbus, Ohio June 2013—January 2017

Associate Registrar of Exhibitions September 2016—January 2017

Coordinate logistics for exhibitions organized by both CMA and outside institutions including traveling exhibitions. Negotiate loans, arrange shipping, oversee installation, unpacking and packing, complete condition reports.

Assistant Registrar June 2013—September 2016

Manage the permanent collection, locating, packing, transporting and handling objects for gallery installations, loans, etc. Perform administrative tasks related to the management of the permanent collection, including deeds of gift, related filing/record keeping, monitor temperature and rH, condition reports, coordinating and monitoring conservation needs. Handle curatorial, research and other requests. Process and manage all logistics for new acquisitions and deaccessions. Manage collections database and online collection. Supervise Online Collection Assistant and interns. Manage rights and reproduction requests. Manage photography request and needs. Coordinate collection move from off-site facility to new on-site storage. International and domestic courier trips.

Akron Art Museum, Collections Intern

Akron, Ohio January 2012—October 2012

Assist Collection Manager with maintaining database (EmbARK), research, and condition reporting for rotating exhibitions. Established data input guidelines for the use of new volunteers and interns. Assisted in organizing the traveling exhibition *Gravity and Grace: Monumental Works by El Anatsui*, including compiling condition notebooks and installation manual.

Kent State University Museum, Registrar's Assistant

Kent, Ohio November 2010—August 2012

Assistant to museum's Registrar, assisting with condition reports, accessioning and deaccessioning collection items, labeling and tagging incoming objects, handling garments, inventory, processing incoming and outgoing loans, data cleanup of database (Past Perfect), and other collection maintenance tasks.

Collections, Kent Historical Society, Volunteer

Kent, Ohio January 2011—January 2012

Project leader in implementing and creating procedures manual, accessioning and cataloging objects, working towards a full collection inventory, implementing the three part numbering system, and automating the collection catalog.

The Museum of Contemporary Art Chicago Photo Archives Intern

Chicago, Illinois August 2008—January 2009

Assisted Photographer at various photo shoots, digital archiving of museum works and assisted with incoming rights and reproduction requests.

The Kennedy Museum of Art, Assistant to Registrar/Preparator

Athens, Ohio August 2007—June 2008

Photographed and conditioned the entirety of the African and Print collection, assisted in the preparation of exhibitions, organized and touched up digital archives for exhibition kiosk.

EDUCATION

Master of Library and Information Science

Museum Specialization

Kent State University, Kent, Ohio—2012

Study Abroad—Museum Studies in Florence Italy—Summer 2012

Bachelor of Fines Arts, Photography

Film Minor

Ohio University, Athens, Ohio—2008

Study Abroad—Art History in Italy—Summer 2007

SKILLS

Computer

- Past Perfect, EmbARK, EmbARK Web Kiosk, Filemaker, Onset Software, MAC & PC platforms, Photoshop, Microsoft Office, Asana.

Other

- Database Standards, Object Cataloging, Inventory, Registration, Photography, Framing, Cross Discipline Collection Care, Exhibition Installation and Deinstallation Procedures, Art Handling, American Alliance of Museums Best Practices.

PROFESSIONAL ORGANIZATIONS

Ohio Museum Association

American Alliance of Museums

Association of Registrars and Collection Specialist