

Freelance registrar and collections manager for thirty years in the areas of art and historical collections.

### 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 two 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.
- Assisted with event planning and set up.

#### **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 museum database system, EmbARK from Gallery Systems and performed a conversion of 2,500 records.
- Developed and managed EmbARK web kiosk.
- Scheduled and handled tours of the museum as well as building maintenance.

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

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

- Worked with curators to cull the collection of over 23,000 objects to recommend 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 all in-house paper records of approximately 500 deaccessioned items.
- Entered and updated data in the Re:Discovery database.

#### **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.

## CONTRACT REGISTRAR PROJECTS

### **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.

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

### **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*.

- Made contact and arrangements for short film to be produced for the Kickstarter page.
- Developed Kickstarter page with Director.
- Created budget for project and located vendors.
- Kickstarter page went "live" October 1, 2013- November 15, 2013.

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

Inventoried the Camilla Ella Williams collection, the first black opera singer who was born in Danville.

- Quick catalog of over 500 objects in collection and about 1000 pieces of ephemera.
- Prepared report and recommendations for the next steps in caring for the collection.

### **Black History Museum and Cultural Center of Virginia, Richmond, Virginia, (2013)**

Contracted to prepare a proposal for the museum to move the museum's collection and organize it.

- Collection was stored off-site and consisted of 50 ethnographic objects and 3,000 pieces of ephemera.
- Consolidated and organized about 1,000 objects, ephemera, and library materials housed on-site.

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

VAM found that most of its member institutions did not have Disaster Plans. Created three templates that were simple and easy to use; one each 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.
- Consulted with the museum director regarding how to collect relevant material for the museum collection

### **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."
- Coordinated a team of 24 volunteers packed and moved the collection to an off-site storage facility.

## TEACHING EXPERIENCE

### **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.

### **University of North Carolina Greensboro, NC, (2019, 2020, 2022)**

Adjunct professor in the History Department instructed graduate students in the class, "History Museum Curatorship: Collections Management." Guest lecturer to the Arts Administration class, "Introduction to Art Museum Studies"

### **Longwood University, Farmville, Virginia (2003, 2014)**

Adjunct professor in History department instructed students in the class, "Introduction to Museum Studies."  
Adjunct professor in Art department instructed senior students in the class, "Professional Practices."

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

Guest lecturer for the 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, "20<sup>th</sup> Century Fashion."

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

Guest lecturer for Graduate "Storage Solutions" class.

## VOLUNTEER EXPERIENCE

### **Greenhill Center for North Carolina Art, Greensboro, NC (2022)**

Gift Shop volunteer- Performed inventory of the shop which carried original artworks produced by North Carolina artists. Rectified the inventory and began returning items to the artists which were unsold.

### **Greensboro Project Space, University of North Carolina Greensboro, NC (June – July 2021)**

Volunteer Curator and organizer of exhibition entitled: *We are Home: Local Artists Unmasked*. The multimedia exhibition brought together artworks of female Greensboro artists. The exhibition showcased artwork made at home during early Covid lockdown.

## COSTUME & TEXTILE EXPERIENCE (1995-2001)

### **The Westport Historical Society (WHS), Westport, Connecticut, (1996-2001)**

Costume Curator- Worked once or twice a week as the only trained professional on staff.

- Recorded and accessioned new donations of costumes and textiles.
- Improved storage conditions and consolidated the collections.
- Rotated objects in the permanent exhibit space in addition to mounting a costume exhibition, "Timelines and Waistlines: Shaping Westport History" (1998) with 12 costumes.
- Installed textile exhibition, "Flags and Quilts: Stars, Stripes, and Patches." (2001)

### **The New-York Historical Society (N-YHS), New York, New York, (1998)**

Exhibition Installer – Prepared mannequins, mounts, and costumes for exhibition.

- Dressed mannequins for "Dance in the City: 50 Years of the New York City Ballet." (1999)
- Installed the original ballet costumes from the George Ballanchine era at NYC Ballet.

**New Canaan Historical Society, New Canaan (NCHS), Connecticut, (1996-1997)**

Costume Curator- Worked once a week with a large staff of volunteers.

- Catalogued and recorded new donations of costume and textiles.
- Reorganized storage conditions and helped plan for new storage area.
- Mounted five rotating costume exhibitions per year.

**Museum of the Fashion Institute of Technology, New York, New York, (1995-1996)**

Collections Cataloguer- Academic museum collection primarily consisting of costumes and textiles.

- Entered data from paper records into museum collections management database: Argus.
- Performed daily collections functions and other database updates.

**Equitable Gallery, New York, New York, (1995)**

Exhibition Installer - Prepared mannequin, mounts, and costumes for exhibition.

- Dressed mannequins for *Serenissima* : the Arts of Fashion in Venice from the 13th Century to the 18th Century.
- Created mounts and underpinnings to support 17<sup>th</sup> and 18<sup>th</sup> century clothing, such as ruffled collars and cuffs, crinolines and supportive skirts.

**The Maryland Historical Society (MHS), Baltimore, Maryland, (1995)**

Costume and Textile Provenance Researcher- Researched and verified provenance of the costume and textile collection.

- Used the Society's library performed genealogical research for each donor of costume and textile artifacts.
- Drew up a list of objects for deaccession by locating items without Maryland provenance as well as objects in poor condition.

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

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.

Virginia Commonwealth University, Richmond, Virginia

Bachelor of Fine Arts, Major in Fashion Merchandising.