Eugenia Incer
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## SUMMARIZED PROFESSIONAL SKILLS

- **Independent Collections and Exhibitions Fine Art Management Advisor -** Senior level manager, champion of the arts, creative, passionate, pro-active, inclusive, and detailed-oriented. Assertive decision-maker on fine art related consultations and collaborations, infusing best museum practices in all aspects of my work from concept to completion. Deadline-driven professional who can supervise and manage a staff in a collegial and respectful manner, while performing multiple tasks. Can work independently or alongside a large team for institutional, private art collections, and exhibitions projects.

- **Fine Art Museum Collections** - Extensive hands-on experience working with fine art collections, all types of materials and mediums. Excellent art handler, knowledgeable on proper handling skills and movement. Versed in museum standards for packing, storing, and shipping. Knowledge of safety standards, emergency methods related to cultural assets, and preventative care methods. Comfortable with both small and large-scale art installations, in/outdoor projects.

- **Archiving and Preservation** - Excellent knowledge of organizing archives, museum collecting procedures and best practices, accessioning and deaccessioning, record keeping, provenance research, and preventative/conservation care, condition reporting, proper environmental standards, and storage needs.

- **Rights & Reproduction** - Knowledge of rights and reproduction, artistic copyright, representation and fair use, exhibition catalogue production, digitization, and photography of fine art.

- **General skills** – Fully bilingual in Spanish and English, verbal and written. Basic knowledge of French. Proficient in Microsoft Office Suite, Filemaker Pro, RFID Tagging System, Gallery Systems (TMS), and eMuseums.

## EXPERIENCE

ELI FINE ART CONSULTING, LLC
Principal, Collections and Exhibitions Advisor / 2022-present

- **Collections management and advisory services founded on best museum practices** for maintaining a healthy and thriving fine art collection. Assistance in creating a layout or foundation for prosperous legacies in need of cultivation, preparing with only the best practices and care to reach goals.

- **Providing a wide range of specialized and professional management services of high-valued art collections**, artifacts, and archives as a life-long passion, founded on the belief that art collections are extensions of their collectors and art is the true source of edification, inspiration, and fulfillment.

- **Management of exhibition projects for institutional, gallery, or private fine art collections**, contributing to the overall success of shows from concept to completion.

- *Full Scope of Services available upon request.*

UNIVERSITY OF MIAMI, LOWE ART MUSEUM
Assistant Director, Collections and Exhibition Services / 2016-2022

- **Head of the Lowe's Collections and Exhibition Department**, supervised full-time staff members and working closely with Museum Director/Chief Curator in overseeing and managing all projects related to the museum's permanent collection and exhibition programming.

- **Managed the Lowe Art Museum's permanent collection** which comprises over 19,000 objects from antiquities to contemporary era. Updated, edited, and contributed to the Lowe's Collection Management Policies and Collections Care Handbook.

- **Managed and oversaw the implementation and production of a robust exhibition program** (40+ exhibitions since 2016) that covered three academic seasons with a rotating installation schedule of 9-12 exhibitions per year. Implemented production schedules, a master exhibition calendar for efficiency and information access.

- **Managed and supervised museum staff**, assistantships, outsourced services, contracted installers, conservators, framers, photographers, and fine art shipping and packing companies.

- **Managed departmental budgets** for all collections and exhibition-related programs and projects.
- **Oversaw and implemented several collection and exhibitions related projects** outside exhibitions programming during the year, including the museum's annual Pallet Project Auction, UM Course Seminar "ArtLab at the Lowe" and several "pop-up" exhibitions and collaborative academic interventions.

- **Assumed lead role in overseeing the museum's re-accreditation** in conjunction with the American Alliance of Museum (AAM), managing reaccreditation process, obtaining proper documentation and information for self-assessment survey. Accreditation was granted in 2019.

- In conjunction with UM Campus Planning and Facilities, **oversaw maintenance, preservation, treatment, and movement of 32 large public art sculptures at the University's Coral Gables Campus**. Worked closely with conservators, City of Coral Gables ordinance, overseeing new photography, printing, and updating of the University's Sculpture Park Campus guide. Past member of the Sculpture Park Art Committee at the University.

- **Worked closely with the University's Office of Emergency Management** for care and emergency procedures, holding "essential" status as a designated employee who can enact emergency procedures within the museum's unit. Trained in Active Shooter, Hurricane and Disaster Preparedness. Updated the Lowe's Emergency Procedures manual for collections and exhibitions.

- **Provided access to the permanent collection for approved researchers, faculty, and students**. Worked with Mellon Fellow for Academic Engagement and Paper Conservator to develop and implement collaborative projects and participated as an *ex officio* member of the CREATE (Cultural Resources, Engagement, Academics, Technology, Enrichment) Committee to implement object-based learning initiatives in the academic curriculum with access to collections. Works closely with faculty, students and CREATE awardees to implement said projects into department's programming.

- **Assisted with in-house exhibition catalogue production and rights and reproduction projects** for exhibition materials, gallery didactics, labels, wall texts, website, and overall museum information for the public.

- **Worked with the University's Legal Counsel and Contracts Office** on all legal matters pertaining to the permanent collection, acquisitions past and present, incoming and outgoing loan documentation, exhibition contracts, and provenance.

- **Managed all accessioning, deaccessioning and collection refinement projects**, strategizing alongside Museum Director, consultants, and area specialists and UM Law students on procedures for provenance research, scholarly information, and ethical deaccessioning.

- **Coordinated fine arts insurance program and incoming/outgoing loan contracts** with the University's Risk Management Department and Office of Business Services.

- **Provided expertise in the presentation of the Lowe's permanent collection** and temporary exhibits advising on archival displays, mounts, exhibition design, and overall appearance and upkeep of galleries. Upheld lighting and environmental museum conditions suitable to objects and materials.

- **Couriered artworks on loans**, collaborating with Museo Del Prado, Madrid, among other major museums, on a large scale exhibition and loan of Sofonisba Anguissola. Made recommendations to Director/Chief Curator for art loans and temporary exhibition proposals.

- **Created and maintained excellent donor/lender/artists relations** on behalf of the Lowe and in concert with the University's Office of Development and Alumni Relations.

- **Worked with Facilities Manager and Education Department to uphold accessibility standards,** ADA compliance, and public access for the museum's facilities. Former team member involved with OFBA (OF/BY/FOR/ALL) initiatives to implement DEIA (Diversity, Equity, Inclusion, Access)-driven projects.

- **Condition reported, performed spot checks, and managed digital and analog temperature and humidity readers** in the galleries, working closely with Lowe's Registrar and Facilities Coordinator to monitor environmental conditions daily.

- **Oversaw all rental contracts and acts as the liaison for off-site permanent collection storage facilities**, managed in/outbound shipping and other permanent collection packing, housing, and archival needs. Worked on planning strategies to create space and obtain additional off-site storage when necessary.

PEREZ ART MUSEUM MIAM / Previously, MIAMI ART MUSEUM
Associate Registrar / 2008-2015

- **Integral part of the museum's Collections and Exhibitions Department**; assisted Senior Registrar and Chief Curator with the administration, handling and care of exhibitions and permanent collection management.

- **Key participant in museum collection move**; oversaw packing and safety transport of over 1800 objects in the collection. Aided in packing and arranging offsite storage.

- **Assisted in inaugural exhibition programming**. Worked on installations for major international traveling shows, as well as permanent collection shows. Assisted in exhibition and permanent collection loan shipping arrangements; oversaw loading/unloading of shipments; packing/unpacking of crates.

- **Acted as traveling courier for various permanent collection loans**. Oversaw installation, unpacking and conditioning of works of MAM/PAMM's permanent collection at other institutions. Aided in travel arrangements for incoming exhibition couriers.

- **Reviewed and monitored expenditures to ensure compliance with project budgets**. Worked on payment request forms, invoicing and other departmental expenditure procedures. Applied for a Historic Preservation grant in 2011 for the museum's collection assessment, as well as receiving an Emerging Arts Professional Grant to attend the 2011 Florida Association of Museum's conference.

- **Prepared documentation for exhibitions**: loan agreements, insurance coverage, receipts of delivery and other standard museum forms, shipping documents and notices, checklists, condition reports, and gallery wall labels.

- **Prepared and updated documentation of MAM/PAMM's collection files**, confidential donor and lender files, loans archives and database pertaining to acquisitions and accessions. Updated and prepared documentation for recent acquisitions, deeds of gift, bequests, or any forms pertaining to donor relations. Performed inventory for museum's collection, updated location records and created condition reports.

- **Prepared and worked on shipping for acquisitions**, set up arrangements and aided with viewing sessions for upcoming B.O.D. bi-annual meetings.

- **Handled art,** aided with the movement of artworks within the museum and assisted with the care, safekeeping, and condition reporting of works and exhibition loans. Identified conservation issues for collection. Made framing and conservation arrangements and worked closely with conservators and framers.

- **Worked with collection photographer to digitize collection records**, collaborated with Communications and Education Department on image requests for use in press releases and other publicity, marketing and educational purposes. Updated database and aided in digitizing collection for museum's website. Worked with photographer for exhibition catalogue image production and other digital requests.

- **Prepared rights and reproduction letters and other copyright correspondence** pertaining to permanent collection. Worked with MAM/PAMM's legal counsel as well as Artist Rights Society (ARS) and VAGA, artists, representing galleries, estates, foundations, and other organizations to ensure copyright compliance and protect artistic rights. Worked with curatorial department to gain rights and reproduction for exhibition catalogues and campaign materials. Answered public requests and provided permissions and information for use of the museum's permanent collection images.

MIAMI ART MUSEUM, Miami, FL
Office Manager, Special Projects Assistant / 2007-2008

- **Responsible for the organization of administrative and human resources projects**. Responsibilities included: museum payroll, insurance policies, hiring process, and providing general administrative support to Chief Financial Officer/Human Resources Director.

- **Updated Procedures Manual** and kept track of new procedures and protocol enacted by Human Resources and BOD. Updated staff information and set up new employees into the system.

- **Trained and instructed museum interns and assigned projects accordingly**. Worked closely with Asst. Director of Operations in resolving equipment problems as well as overseeing contracts for lease and services. Worked closely with vendors to resolve issues.

- **Maintained and updated county and museum's inventory** for office supplies, equipment, and capital inventory, placed orders for office equipment and service requests to county technicians; ordered communication devices and supplies; handled invoices, created purchase orders and expense reports.

- **Office management duties**, including ordering museum stationery and handled postage fund refills. Worked with Director's Office to set up and prepare Board of Director meetings, scheduling, conference calling, also assisted other departmental projects as assigned.

SUZANNE DELEHANTY LLC
Administrative Assistant, Part-Time / 2006 - 2007

- **Assisted principal with firm's fine art projects** for strategic planning and art advising for a range of non-profit institutions including museums, art centers, and foundations.

- **Responsible for the preparation of proposals**, contracts, reports, and graphs as well as meetings for the firm's projects.

- **Conducted research** on prospective clients, artists, art movements, and other topics. Handled delivery of documents, scheduled meetings, conferences, and travel plans.

- **Office management duties**, udated database and files, managed principal's calendar, office supplies, equipment, and incoming calls.

ARTSPACE / VIRGINIA MILLER GALLERIES
ACQUAVELLA GALLERIES, Venezuela
Art Gallery Assistant, Part-Time / 2004 - 2007

- **Reviewed all correspondence from artists** seeking both primary and secondary market representation, responsible for all follow-ups.
- **Met with potential clients**, public, and art professionals during business hours and at special gallery events.
- **Involved in all stages of planning and coordination** for participating in art fairs, including 2004 through 2007 Arte Americas and the 2007 Art Bridge Fair, held during Art Basel, Miami Beach.
- **Familiarized fairgoers and public with featured artists**, prices, and information about the gallery's represented artists. Assisted with invoicing, transactions and packing of works sold during the fair. Assisted with fair strikes and closing events.

## EDUCATION

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| Master of Arts in Latin American and Caribbean Studies<br>Concentration in Latin American and Caribbean Art &<br>Culture, Florida International University - Miami, FL | 2008 |
| Bachelor's Degree, double major in English Literature & Art History<br>Florida International University - Miami, FL | 2003 |

## MEMBERSHIPS

- **Art Advisory Panel Member, City of Coral Gables**, serving as two-year-appointed Art Advisory Panel Member to the City of Coral Gables, FL (2021-present)
- **Former Committee Member**, University of Miami Sculpture Park Advisory Committee (2020-2022)
- **OFBA (OF/BY/FOR/ALL)** former team participant, implementing Diversity, Equity, Inclusion and Access strategies into museum's agenda and programming (2020-2022)
- **Ex-officio Committee Member of CREATE** (Cultural Resources, Engagement, Academics, Technology, Enrichment), University of Miami, forming part of review process and grant applications for enriching the academic curriculum with UM's diverse collections and archives (2017-2021)
- **AAM, American Alliance of Museums, member** since 2013 / AAMG, Association of Academic Museums and Galleries, member since 2016 / ARCS, Association of Registrars and Collection Specialists, member since 2017 / FAM, Florida Association of Museums, member since 2011

## PRESENTED/ATTENDED/TRAINED:

- **EMERGENCY RESPONSE TALK,** June 2022; public talk organized and presented with ArtCare Senior Conservator on emergency response and planning for art collections

- **AAMG** (Association of Academic Museums and Galleries) Virtual Conference, June 2020; presented on a panel for Risk and Bravery for Permanent Collections; Attended conference in Miami, June 2018

- **AAM** (American Alliance of Museums) Attended annual conference, New Orleans, May 2019; Seattle, Washington May 2014; Baltimore, MD, May 2013

- **ARCS** (Association for Registrars and Collection Specialists) Attended bi-annual conference, Philadelphia - November 2019; Vancouver, Canada - November 2017

- **Florida Association of Museums (FAM)** Collaborated on presentation about archival materials and their uses for packing collections 2011 conference, Tampa, FL

- **New Methods Symposium, MOCA** – North Miami, FL, May 2011, attended academic symposium on implementation of Latin American Art initiatives in museum programming

- **Guest Blogger – Caryatid Conservation Studio**, wrote entries on provenance and research methods for a Louise Nevelson sculpture that underwent conservation funded by the Bank of America Grant Conservation project. http://ow.ly/UCVaf

- **Framing and conservation training workshops** – Miami, FL, Summer 2011, hands-on training with Robinson and Reeves Framing and Rustin Levenson Fine Art Conservation

- **ALI ABA (ALI/CLE)** – American Law Institute/Continuing Legal Education for Museums - Miami Beach, FL, March 2010, attended conference seminar on rights and reproduction

- **Imagine Miami** – February 2008 – attended summit on arts, culture and civic engagement.

## REFERENCES

- **Dr. Carol Damian**, Former Director, Frost Art Museum /Art History Professor and Independent Curator, Florida International University / P.305-607-5160 /caroldamian9@gmail.com

- **Suzanne Delehanty**, Principal, SUZANNE DELEHANTY, LLC / P. 305-582-6344 / sd@suzannedelehanty.com

- **Dr. Christina Larson**, Assistant Director, Center for the Humanities, University of Miami / P. 305-284-1557 / clarson@miami.edu

- **Rosa Lowinger**, CEO and Chief Conservator, Rosa Lowinger and Associates Conservators / P. 786-442-7374 /rlowinger@rosalowinger.com

- **Bridget O'Brien**, Co-Director, Marketing & Community Partnerships, Miami Film Festival / P. 954-551-9732 / bridget.shea.obrien@gmail.com

- **Kelly O'Neill**, Senior Conservator ARTCARE Conservation Studios, Miami, FL / P. 305-661-3707 /kelly@artcareconservation.com