




Tiffany Charles

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Contact Information

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Professional Affiliations

American Alliance of Museums Peer Reviewer

2016 - Present

**Lake Forest College
Archaeology & Museum Studies
Guest Lecturer**

2015 - Present

ARCS IDEA (DEAI) Task Force

2019 - 2022

**LGBTQ+ Archives Project of Louisiana
Board Vice President**

2016 - 2018

Professional Development

Interpretive Writing for Exhibits, 2019
Introduction to Mount Making, 2019
Jekyll Island Management Institute, 2018
AAM Fellow, *Museum Leadership*, 2015
Care of Works of Art on Paper, 2004
Collections Care Core Curriculum, 2003

Technical Competencies

PastPerfect
KE EMu
TMS

Google Workspace
Microsoft Office
Airtable
Slack

Sketchup
Canva

Professional Summary

Accomplished Exhibition Registrar and Collections Manager with significant experience managing complex loans, shipping logistics, and exhibition installations. Qualifications include comprehensive knowledge of traveling exhibition processes, museum standards and best practices. An adaptable problem-solver with ability to effectively communicate in high-pressure, fast-paced settings.

Employment

Registration and Exhibition Consultant

03/2012 - Present

Chicago, IL

Provide comprehensive services to private collectors and public institutions including the Block Museum of Art, Society of Architectural Historians, and Frieson Black Cultural Center

- Advise on exhibition structure, scope, object care, and inclusivity; fabricate and/or customize mounts, create case layouts, design labels, install artifacts
- Conduct collection and object selection, propose and develop interpretive content, write exhibit narratives, and manage installations
- Create custom databases, catalog, photograph, condition report, maintain object files

Senior Exhibitions Registrar

10/2019 - 10/2022

Field Museum, Chicago, IL

Led Exhibitions Registration division; performed administrative duties and managed project assignments for in-house, incoming, and traveling exhibitions

- Led registration for onsite and traveling exhibitions
- Hired and supervised registration staff and contractors; cultivated relationships with lenders, collaborators, customs brokers, and fine arts shippers
- Coordinated registration activities for an ambitious slate of projects; organized and streamlined dynamic exhibition schedules and complex shipping logistics
- Worked collaboratively to ensure maintenance of appropriate physical and environmental standards throughout the building
- Reviewed exhibition design plans and case layouts, evaluated risks; created custom security plans and established safety and security measures for new exhibitions
- Negotiated loan agreements; administered department's fine arts insurance policy and General Facility Report

Director of Collections

09/2018 - 10/2019

Wisconsin Maritime Museum, Manitowoc, WI

Member of a small leadership team that introduced a period of innovation and progress while revising the organization's Strategic Plan

- Oversaw Collections and Exhibitions activities, developed departmental priorities and departmental implemented initiatives
- Collaborated on development of inclusive exhibits and programs; introduced standardized exhibition development and production process; led installations
- Revised policies and procedures to align with industry standards; led collections committee, advised on legal and ethical aspects of acquisitions and deaccessions
- IMLS Project Director: assessed collection, identified "old loans" and established return process, supervised project team; wrote summary report and next phase plan
- Fostered partnerships with regional institutions, lenders, and tribal representatives

Collections Manager

04/2016 - 09/2018

National WWII Museum

Responsible for the care and security of collections and loans

- Cataloged, rehoused, and provided access to permanent collection; identified conservation needs and supervised conservation work
- Installed temporary, long-term, and traveling exhibitions
- Collaborated with lending institutions and host venues for incoming and traveling exhibitions; supervised crating, shipping, and loading/unloading
- Collaborated on revision of Emergency Preparedness and Disaster Response Plan
- Managed collection inventory, move, and reorganization of storage vaults

Education

Masters Degree, Distinction 2011
University of Bristol, Bristol, UK
Maritime Archaeology & History

Bachelor's Degree 2001
DePaul University, Chicago, IL
American History

References

Furnished upon request

Head of Collections and Registration

05/2013 - 04/2016

DuSable Museum of African American History

Also acted as Interim Curatorial Director and Exhibit Project Manager

- Led exhibit installation; developed and managed project schedule, ensuring milestones were met on time; established project teams composed of contract developers, consultants, content advisors, and staff; oversaw and approved, design, marketing, programming, and budgetary plans
- Evaluated staffing needs, established Collections department structure; recruited and trained staff in condition reporting and cataloging conventions, record maintenance, database management, rehousing techniques, and industry storage standards
- Revised Collections Policy, founded Museum's first Collections Committee, instituted registration procedures; managed fine arts insurance policy
- Multi-year Grant Project Manager: Developed workflow and quality control processes, established milestones; oversaw relocation, storage renovation, and reorganization of collection; wrote project narrative and report; maintained grantor relationship

Collections Manager & Registrar

04/2008 - 09/2010

Frank Lloyd Wright Trust, Oak Park, IL

Responsible for the care, preservation, and documentation of the historic house and its collection; wrote grant proposals and reports, managed collections and conservation grants

Assistant Registrar

10/2006 - 04/2008

Museum of Science and Industry, Chicago, IL

Led AAM re-accreditation inventory project, created/updated EMu catalog records, acted as collections liaison for exhibit developers and curators, installed and deinstalled exhibitions

Conservation Administrator

01/2006 - 10/2006

Bernacki Conservation & Design, Chicago, IL

Maintained client relations, work schedules, and treatment proposals; wrote final reports

Collection Technician

02/2002 - 03/2005

Chicago History Museum, Chicago, IL

Cataloged, and re-housed Works of Art on Paper and Decorative and Industrial Arts collections; worked on exhibition development, loan procurement, and installation; conducted inventories and contributed to major institutional renovation

Select Presentations

ARCS Conference, IDEA Task Force Caucus

2022

Traumatic Objects in Collections and Exhibitions
Co-organizer and Moderator

ARCSchat podcast

2022

The Post-Covid Courier, Part 2
Panelist

Council of American Maritime Museums

2019

Should I Stay? Retrofitting Collections Storage
Presenter

American Alliance of Museums Conference

2018

(Not as) Easy as 1, 2, 3: The ABCs of Collection Moves
Organizer and Moderator

American Alliance of Museums Conference

2018

Who's the Boss? Examining the Relationship Between Exhibition Contractors and Staff
Organizer and Moderator

Southeastern Museum Conference

2017

Behind the Scenes: Developing the Visitor Experience in Collections
Organizer and Panelist

Select Exhibitions

The City Beyond the White City <i>Race, Two Chicago Homes, and their Neighborhoods</i> Charnley-Persky House	2022 - 2023
First Kings of Europe (Traveling) Field Museum of Natural History	2022
Apsáalooke Women and Warriors (Traveling) Field Museum of Natural History	2021 - 2022
Sue: The T. Rex Experience (Traveling) Field Museum of Natural History	2021 - 2022
Antarctic Dinosaurs (Traveling) Field Museum of Natural History	2019 - 2022
Ladies of the Lake <i>Wisconsin's Women and Their Influence</i> Wisconsin Maritime Museum	2019
Double V: Victory Abroad and at Home <i>African Americans in WWII and the Maritime Landscape</i> Wisconsin Maritime Museum	2019
Fighting for the Right to Fight (Traveling) <i>African American Experiences in WWII</i> National WWII Museum	2017 - 2018
Freedom, Resistance <i>And the Journey Toward Equality</i> DuSable Black History Museum and Education Center	2015
AfriCOBRA <i>Art and Impact</i> DuSable Black History Museum and Education Center	2013