

Sterling Jenson

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Related Experience

APRIL 2015 – PRESENT

Collections Manager / March Field Air Museum, Riverside, CA

- Supervise volunteers through designing workflows and establishing guidelines
- Migrate the database from Access to CollectiveAccess and Koha ILS
- Present at the annual conference of the California Association of Museums describing open-source collections management software as a solution to smaller museums' needs
- Oversaw volunteers cataloguing over 7,000 titles into the library catalogue
- Develop documentation and videos on how to manage MARC metadata records
- Customize the database to fit the needs of the organization
- Assist researchers in locating materials and providing requested files in the archives

OCT 2013 – JAN 2015

Curator / Wakarusa Historical Society, Wakarusa, IN

- Ran the daily operations of the historical society
- Worked with the Board and volunteers to plan and redesign exhibit spaces and collection storage
- Established and implemented the museum's first collections management database
- Recruited volunteers and trained them in proper procedures in object handling, storage, and preservation

SEPT 2009 – DEC 2010

Graduate Assistant to the Registrar / Mathers Museum of World Cultures, Bloomington, IN

- Worked with archeological, artistic, anthropologic, and ethnographic objects within the collections
- Supervised three to four volunteers as they inventoried the collection
- Prepared paperwork for items loaned, from condition reports to proof of insurance
- Worked with different departments to ensure proper care of lent items
- Maintained positive relationships with other cultural institutions

JUNE 2010 – AUG 2010

Intern / Traditional Arts Indiana, Bloomington IN

- Prepared marketing plans to promote the organization
- Updated website for organization in order to make it easier to upload new information

Volunteer Experience

SEPT 2016 – MAR 2022

Collections Volunteer / Ontario Museum of History and Art, Ontario, CA

- Assisted with incoming loaned artwork, from object handling to condition reports
- Staffed events and programs

JUNE 2010 – MARCH 2012

Streets Committee Member / Lotus Education and Arts Foundation, Bloomington, IN

- Coordinated between different stakeholders, including the festival, the city, the police, and residents, to ensure that the streets were appropriately closed for the event
- Envisioned what resources were needed in which location for maximum effectiveness

JUNE 2008 – MARCH 2010

Docent / Mathers Museum of World Cultures, Bloomington, IN

- Lead tours of students of the exhibitions and collection storage
- Managed the Education Collection through cataloging and inventorying the collection
- Collaborated with other institutions to achieve successful elementary school programming

Skills

- Database Management
- Copyright
- Database migration
- Grant proposal Writing
- Research
- Volunteer Training
- Digitization
- Collaboration
- Nonprofit Management
- Leadership
- Object / Art Handling
- Collaboration

Education

Master of Arts in Arts Administration / Bloomington, IN

Course work included: Museum Management, Intellectual Property Law for Arts Managers

Bachelor of Arts in Folklore / Bloomington, IN

Course work included; Museums and Material Culture