

REBECCA PARKER

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Summary

A productive and consummate professional that provides management, coordination and oversight for exhibitions, facilities management, project management and budget processes. Effective communication and experienced execution of day-to-day business offer employers a track record of delivering on tasks accurately, efficiently, and quickly. Successful task management with on time or better completion rate. Provides support and highly-rated vendor, guest and courier service and excels in meeting deadlines in a timely manner. Expert in the field of collections management, training and mentoring to strengthen team dynamics.

Highlights

- Hard working and reliable
- Efficient and effective
- Effective communicator
- Accomplished project coordination skills
- Exceptional customer care and relations
- Excellent interpersonal skills
- Strong team player
- Exceptional professionalism
- Experience working for a non-profit organization
- Strong customer service skills, phone & e-mail etiquette

Experience

Operations Manager **Jul 2019 to current**
Kennesaw State University/Bernard A. Zuckerman Museum of Art — Kennesaw, GA

Acting Operations Manager **Oct 2018 to Jun 2019**
Kennesaw State University/Bernard A. Zuckerman Museum of Art — Kennesaw, GA

As the Operations Manager, I handle all accounting, data and administrative management. I manage all budgets, tracking department funds and purchasing. I manage all hiring paperwork and associated financial documents (occasional workers, lecturers, guest artists, part-time faculty, etc.) I maintain and ensure compliance of department records. I interpret, monitor, and analyze information regarding operating policies and procedures. I compile reports and monitor assigned projects and/or program components. I supervise the day-to-day office operations, assigned staff and student gallery attendants. I also continue my duties as the Chief Registrar.

Chief Registrar **Mar 2015 to current**
Kennesaw State University/Bernard A. Zuckerman Museum of Art — Kennesaw, GA

As the Chief Registrar for the Bernard A. Zuckerman Museum of Art, I work extensively with the exhibitions program, which rotates on the university calendar. This includes developing and maintaining budgets, managing relationships with vendors, creating and executing exhibition calendar for all exhibition installations and de-installations, coordinating staffing for all exhibitions, managing travel for couriers, forecasting and managing risk management and insurance, logistics planning, which includes crating, packing and shipping, as well as managing all registration aspects of exhibitions, including data entry and reporting in the Museum's database, The Museum System (TMS).

Additional Duties:

- I serve on the Collections Committee for the College of the Arts department as the Collections representative of the Zuckerman Museum of Art. I also serve on the Disaster Preparedness Committee as the staff representative of the Collections Department. Additionally, I am the lead author of Collections Management Policy and co-author of the Zuckerman Museum of Art's Disaster Preparedness Plan.
- I oversee facilities management for the Zuckerman Museum of Art and satellite gallery, as well as day-to-day operations.
- I serve as the risk manager for the Museum, and coordinate all insurance needs for the permanent collection, as well as all exhibitions.
- I manage all financial aspects of the Museum, including operating budget, payments, purchase order requests, coding, and reconciling.
- I teach and mentor collections staff and student assistants on museum standards for collections management.
- I have my Crisis Coordinator certification from the Office of Emergency Services at Kennesaw State University. I also completed the Management Certificate with the Center for University Learning at Kennesaw State University.
- I recently completed the experience and educational requirements for the Project Management Professional (PMP) certification and will sit for my exam in March 2020.

Accomplishments

- ✓ Reorganized and streamlined budget planning and approval process, resulting of an increase in tracking and efficiency of planning by over 75%.
- ✓ Created and maintained 4-year calendar for all exhibitions, as well as installation and de-installation calendar for each exhibition, which led to greater productivity during the installation and de-installation process.
- ✓ Spearheaded consolidation and reconciliation of art collection from a separate location into the permanent collection of the Zuckerman Museum of Art, which increased the holdings of the ZMA.
- ✓ Rewrote the Collections Management Policy so that it was specific to the Zuckerman Museum of Art.

Associate Registrar, Exhibitions

Nov 2010 to Feb 2015

Woodruff Arts Center/High Museum of Art — Atlanta, GA

While serving as the Associate Registrar, Exhibitions for the High Museum of Art, my sole focus was on the extensive exhibitions program. For this job, I managed all aspects of registration for in-house exhibitions, as well as those that traveled. This included developing and maintaining budgets, processing and reconciling of invoices, and coordination and facilitation of courier requirements for travel. Additionally, I served as a liaison between the internal and external elements of exhibition planning and realization with an emphasis on logistics, documentation and risk management. Furthermore, I assisted with art collection assessments including conservation and preservation, framing, photography, and storage.

Accomplishments

- ✓ Participated in the planning and implementation of over 46 exhibitions in a four-year period.
- ✓ Budgets that I maintained came in at or below projected costs, resulting in savings to the High Museum.
- ✓ Authored instruction manuals for installation/de-installations of traveling exhibitions, which improved the efficiency of installations and de-installation by over 25%.
- ✓ Served as point person for HVAC related issues on the exhibition galleries.
- ✓ Reconciliation of exhibition budgets at the end of each exhibition cycle.

Curator - Titanic
Premier Exhibitions, Inc./ RMS Titanic, Inc. — Atlanta, GA

Oct 2008 to Oct 2010

As Curator - Titanic, I was responsible for creating object cases and displays in multiple Titanic: The Artifact Exhibition traveling exhibitions. I was also responsible for staffing the installation and de-installation the traveling exhibition. Additionally, I served as a spokesperson for Titanic: The Artifact Exhibition for PR opportunities. I also functioned as a courier for objects to and from traveling exhibitions. I managed the day-to-day operations of storage facility, as well as information input for the database, FileMaker Pro. Finally, I was the project lead for Titanic GIS Mapping Project, documenting and mapping the wreck site of the RMS Titanic. I also served as the Co-Director for planning the Titanic Expedition 2010.

Accomplishments

- ✓ Working in conjunction with staff archaeologist, established a system for documenting and mapping all past object recovery locations.
- ✓ Contribution to published article, "Mapping RMS Titanic with GIS: Implications for Forensic Investigations," *Marine Technology Society Journal*, November/December 2012.
- ✓ Management of object rotations for seven concurrent exhibitions in the United States and abroad, which changed every three to four months.
- ✓ Staff supervisor for storage facility, managing 5 staff members.
- ✓ Facilities manager of the storage facility.

Registrar
Premier Exhibitions, Inc./ RMS Titanic, Inc — Atlanta, GA

Nov 2002 to Oct 2008

In my role as Registrar, I was responsible for managing the day-to-day operations of storage facility that housed the collection recovered from the *RMS Titanic*, as well as the *Bodies* exhibitions. I handled all rights and reproductions requests, maintained all records and current digital photographs in database. Additionally, I managed the schedule of object installation and coordinated transport logistics for the traveling exhibitions: *Titanic: The Artifact Exhibition* and *Bodies: The Exhibition*.

I also traveled extensively in the United States to perform the installations and de-installations *Titanic: The Artifact Exhibition* and *Bodies: The Exhibitions*, conducted training of new staff members, as well as museum staff, docents, and volunteers regarding maintenance of environmental controls on traveling exhibitions, and served as courier for objects to and from traveling exhibitions. Performed annual inventory of the collection.

Accomplishments

- ✓ Established policy guidelines concerning public access and use of materials in video archive and image library, allowing the company to access images and video for public relations and marketing, exhibitions and education for the first time since the company began in 1985.
- ✓ Co-authored company policies and procedures regarding use, transport and environmental requirements for objects according to current museum practices, which increased efficiency of exhibition installation by 25%.
- ✓ Created security training manual for museum staff, docents and volunteers regarding collections protocols, which provided resulted in a perfect zero loss reporting over 6 years.
- ✓ Assisted in planning and participated in Titanic Expedition 2004, which allowed the company to obtain new video, images and objects for exhibitions.
- ✓ Project Lead and participant for Carpathia Expedition 2007, which increased the holdings of the company.
- ✓ Facilities manager of the storage facility.

Consulting Collections Manager Clark Atlanta University Art Galleries — Atlanta, GA	Jun 2003 to Jan 2008
Program & Membership Coordinator Western Museums Association — Berkeley, CA	Feb 2001 to Aug 2002
Intern Oakland Museum of California — Oakland, CA	Jun 2002 to Sep 2002
Intern, Collections Management Novato History Museum & Archive — Novato, CA	Jun 2001 to Sep 2001
Intern, Special Collections Department Cline Library, Northern Arizona University — Flagstaff, AZ	January to May 2000

Education and Training

M.A. Museum Studies, Collections Management, August 2002

John F. Kennedy University - Berkeley, CA

Study of Museum Collections and managing all aspects of the collection, from accessions to deaccessions, exhibitions, rights and reproductions, risk management and insurance, and packing and shipping.

B.A., Art History & Music, 2000

Art History & Music cum laude

Workshop: Packing and Crating Information Network (P.A.C.I.N.), Soft Packing for Shipping & Storage, certification 2001

Workshop: Smithsonian Center for Education & Museums Studies, Writing for Publication, certification 2002

Conference Presentations

Presenter at Southeastern Museum Conference 2017, “From Contract to Close: Working with Living Artists.”
2010 Curator’s Committee

Presenter at Association of Registrars and Collections Specialist 2017, “From Contract to Close: Working with Living Artists”

Activities and Honors

2000-present American Association of Museums
2004-present Southeastern Museums Conference
2006-present Southeastern Registrar’s Association

Skills

Adobe Photoshop, Acrobat
Access
Filemaker Pro, ARGUS, The Museum System (TMS)

Please visit my bio at:

<https://www.linkedin.com/in/rebecca-parker-29529968/>