

**Ashleigh L. E. Crocker**

[alecrocker@gmail.com](mailto:alecrocker@gmail.com)

(510) 219-1978

[www.linkedin.com/in/ashleighcrocker1](http://www.linkedin.com/in/ashleighcrocker1)

**EDUCATION**

M.A. Museum Studies, San Francisco State University

B.A. Art History, Minor in Education, University of California, Davis

**WORK EXPERIENCE**

**Crocker Art Museum, Sacramento, CA – November 2018 to present**

- Permanent Collection Registrar

In addition to the duties described for the Assistant Registrar:

- Implement a 5-year inventory cycle as stipulated by the museum's Collection Management Policy.
- Serve as risk manager for the permanent collection and administers the museum's fine arts policy for the permanent collection and touring exhibitions.
- Assess conservation proposals with the curators and identifies conservation resources.
- Coordinate exhibition logistics including shipping and receiving, packing and unpacking, installation, storage, and courier arrangements.
- Monitor the safe handling and successful installation and de-installation of all exhibitions.
- Oversee and maintain all components of collections database.

**Crocker Art Museum, Sacramento, CA – September 2016 to November 2018**

- Assistant Registrar

- Create deed-of-gift documents, nonexclusive rights agreements, and incoming/outgoing loan agreements.
- Generate and maintain all documentation pertaining to incoming and outgoing loans including exhibition contracts, loan agreements, receipts, checklists and packing instructions, and condition reports.
- Document and track incoming and outgoing loans and exhibitions.
- Organize appropriate packing and shipping for incoming and outgoing objects, including large-scale touring exhibitions for local, national, and international destinations.
- Accession and catalog new items, ensuring that all documents are correctly processed.
- Maintain detailed inventory and historical files for each item in the collection and on loan, including database records and images.
- Develop and maintain record systems to identify and locate artworks that belong to the museum or are on loan to the museum.
- Oversee collection storage areas to ensure safety and accessibility of artwork.
- Implemented accessioning and deaccessioning policies by maintaining object records, tracking the process, and corresponding with donors and city officials.
- Oversee data entry in to the collections management system, EmbARK.
- Respond to inquiries and maintain statistics related to the collection.
- Access permanent collection loan requests with the curators.
- Maintain and supervise the maintenance of holding and processing areas (cleaning, dusting, etc.)
- Supervise and train staff and volunteers in the processing of collections.

**Balboa Art Conservation Center, San Diego, CA – May 2015 to September 2016**

- Registrar/Field Service Assistant
  - Provided day-to-day administrative support for the Center, including scheduling, purchasing, and records maintenance.
  - Established and maintained detailed records for the Center's inventory; oversaw day-to-day object tracking and entry of new objects' information into the database; created documentation and object files.
  - Oversaw shipping arrangements with private clients, museums, and vendors.
  - Assisted with references and technical inquiries.
  - Maintained correspondence with clients and workshop participants; scheduled program activities including workshop events; coordinated workshops and workshop presenters.
  - Organized outreach activities, participated in training, evaluated the impact of services, and contributed to marketing efforts including managing website and social media.

**Fine Arts Museums of San Francisco, Legion of Honor – March 2015 to May 2015**

- Administrative Assistant, Achenbach Graphic Arts Council
  - Responsible for day-to-day administrative support for the Council; maintained digital and hard copy files, calendar and operation requests, membership database, and event planning.

**Peralta Hacienda Historic Park, Oakland, CA – February 2015 to May 2015**

- Assistant Director, Donor Development and Grant Management
  - Supported NEH Challenge Grant Campaign Committee; responded to donor communications and processed new gifts; organized and maintained grant application files.
  - Maintained Giftworks database; processed new and renewal memberships; strategized and implemented membership development; processed business sponsorships.
  - Assisted Executive Director with administrative tasks including meeting notes, composed correspondence to Board and city officials, and maintained grant and funding documentation.
  - Created and administered Annual Appeals campaign.

**Iris and B. Gerald Cantor Center for Visual Arts, Stanford University – June 2013 to January 2015**

- Registration Assistant
  - Created and organized archives for loan-related exhibitions.
  - Documented, labeled, and cataloged objects in permanent collection.
  - Maintained records of accession, condition, and location for permanent and on-loan collections.
  - Assisted with care, movement, handling, storage, and security of objects, including maintenance of storage records and assisted with collection inventories.
  - Assisted with processing and archiving loan agreements, contracts, condition reports, budgets, and donor documentation.
  - Created and maintained hard-copy and digital records for permanent and on-loan collections.
  - Assisted with condition reporting and creating loan files and forms, receipts, and incoming and outgoing paperwork.
  - Created database portfolios and generated exhibition object checklists from database.

**San Francisco State University – April 2014 to August 2014**

- Move Assistant
    - Inventoried collection of anthropological and ethnographic artifacts.
    - Developed and managed collections database; cataloged artifacts.
    - Organized storage and move resources.
    - Re-housed objects using museum standards and best practices.
    - Facilitated move of collection to off-site location.
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**Oakland Museum of California – January 2014 to March 2014**

- Collections Intern
  - Catalogued contemporary poster collection.
  - Logged poster information into collection database and attached images to database.

**Phoebe A. Hearst Museum of Anthropology, University of California, Berkeley – February 2013 to May 2013**

- Collections Intern
  - Catalogued and updated records for San Francisco Waterfront and North American collections.

**San Francisco State University – August 2012 to December 2013**

- Exhibition Registrar, *Egypt, Greece, Rome: Commerce, Colonies and Conquest in the Ancient Mediterranean*
  - Assessed condition of exhibit objects; created object list; assisted with installation.
- Exhibition Copy Editor, *Economic Justice as a Civil Right in San Francisco 1963-1964*
  - Developed press release and created “Terms and Condition Agreement Reproduction and Use” form for exhibit ephemera.

**University of California, Davis – January 2012 to March 2012**

- Co-Curator and Co-Manager, *FORCE: the UC Policy*
  - Organized exhibition calendar; developed press release; assisted with installation.

**PUBLISHED WORKS**

2011 *Roman Historical Narrative: The Etruscan Background*. Explorations: UC Davis Undergraduate Research Journal 14: <http://undergraduateresearch.ucdavis.edu/explorations/2011/crocker-a.html>

2014 *Finding a New Home: Collection Moves in University Museums*. Master’s Thesis, San Francisco State University

**IT SKILLS**

Hardware: Mac and PC

Software: MS Applications, Google Apps, Adobe Acrobat Pro DC

Database: Argus, CatalogIt, ClubTec, CollectionSpace, EmbARK, Filemaker Pro, GiftWorks

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