

BEATRIZ PALACIOS
E-mail: bpartcm@gmail.com Cell: 646-270-4374
www.bpartcollectionmanagement.com

OnContract Positions:

Registrar, Shipping and Exhibition Coordinator, Art Collections Management

- New Museum
- Red Bull Arts New York
- Aspen Art Museum
- Guggenheim Museum
- LACMA
- Private Art Collections

Full-Time Registrar Positions:

- Mnuchin Gallery - New York
- Gagosian Gallery - Los Angeles
- Paula Cooper Gallery - New York
- Latincollector Gallery - New York

Registrar and Exhibition coordinator responsibilities:

- Maintaining high-volume of inventory and contact records in database
- Coordinating complex domestic and international shipments for exhibitions, art fairs, auctions and clients between the US, Europe, South America and Asia
- Participating in all aspects of the administration, documentation and care of exhibitions loans: preparing and sending out loan agreements, art work insurance, receipts, CR, storage records, and checklists
- Executing detailed condition reports for highly valuable and fragile objects in a variety of mediums
- Couriering sensitive and/or high-value shipments for exhibitions
- Preparing customs documents and submitting to the appropriate regulatory bodies or shippers, ensuring the accuracy of the information and its timely submission
- Developing exhibition and shipping budgets for especial exhibitions and art fairs
- Initiating appropriate conservation treatment and presentation when necessary
- Coordinating participation in national and international art fairs and tax requirements
- Determining where consolidation of property can occur and arranging consolidated shipments to maximize efficiency and minimize cost
- Filing and scanning documentation including incoming and outgoing forms, condition reports, loans and consignment agreements and shipping records
- Assisting with the production of artwork: working directly with artists, liaising with fabricators, and managing production budget.
- Maintaining storage on and off premises facilities
- Supervising security, environmental and facility operations
- Keeping a spreadsheet of all lenders, shipping, conservation, and framing information

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- Managing and assisting with general installation of exhibitions, domestic and international art fairs and client's premises
- Making detailed packing notes of incoming works at every stage of unpacking
- Hiring, managing and supervising preparators and procedures for art handling
- Working with preparators on gallery floors to mitigate risk and ensure extreme care with handling and movement of each object
- Packing, unpacking, re-housing, labeling, preserving and installing art works
- Working as a courier for sensitive and/or high-value shipments
- Requesting instructions for installation to the artist or artist's studio
- Inventorying, labeling and tracking of crates
- Assisting artists on site with all kinds of requests
- Purchasing of supplies and rent of equipment for exhibitions
- Updating database entries (e.g. entering crates info into crate section)
- Monitoring the hydro thermographs and sending reports to appropriate museum channels
- Establishing any works that needs to be reframed and arranging/coordinating framing.
- Prior to the end of each exhibition, setting-up of return shipments, coordinating couriers, shippers, etc.
- Coordinating collection movement and exhibition material at off-site storage location(s).
- Participating in exhibition, operations, and security planning meetings.

EDUCATION

- Certificate, Arts Administration, New York University, New York
- BA, Business Administration, Bolivariana University, Colombia

SPECIALIZED STUDIES

- Art History, Musée du Louvre, Paris, France
- Bookkeeping and Accounting, West College, Los Angeles, CA

SKILLS

- Proficiency in Filemaker Pro, Artbase, Art System, Collectify, Mimsy, MS Excel, PowerPoint, Word, Photoshop, Quick books
- Spanish and French