

# Rowan Coulter

## Registration and Collections Management



312-715-8543



rowanjcoulter@gmail.com



2329 NE 103rd St  
Seattle, WA 98125



linkedin.com/in/rowancoulter

### ABOUT ME

Specialized experience in registration and collections management for museums, exhibitions, and private collections. Integral in this work is high attention to detail, project coordination, and data management. My work requires me to have strong interpersonal and communication skills. I have experience with many different database and CRM programs, including PastPerfect, TMS, and Dynamics 365.

### SKILLS

Collections Management  
Data Management  
Art Handling  
Condition Reports  
Custom Archival Mounts  
Integrated Pest Management  
Environmental Monitoring  
Loan Documents  
Policy and Procedures

### PROFESSIONAL EXPERIENCE

#### REGISTRAR

August, 2016 – March 2020

*Chihuly Inc., Seattle, WA*

- Coordinated art handling, installations, cleaning, and internal movement of art in the private gallery at Chihuly Studio.
- Cataloged newly created artwork, maintained data and installation records, and managed sales orders.
- Assisted colleagues in accessing artwork information.
- Collections management for private fine art and trade blanket collections – process new acquisitions, perform condition reports, construct housing, and maintain IPM program.
- Provided consultation for display and care of collections objects on exhibition.
- Collaborated with teams across the studio to complete projects.
- Worked with conservators as needed.
- Conducted annual inventory.
- Occasional travel to work on exhibition install / deinstall.

#### REGISTRATION ASSISTANT

June 2015 – August 2016

*Henry Art Gallery, Seattle, WA*

- Assisted Manager of Registration and Exhibitions in managing outgoing loan files and generating object receipts and loan agreements.
- Performed incoming and outgoing condition reports.
- Maintained inventory of art on exhibition and in temporary storage.
- Assisted with shipping and receiving.
- Wrote procedures for the museum's system of performing condition reports using iPad.
- Interviewed artists to establish documentation of the installation of their work.

#### CONTRACT REGISTRAR

May & September 2016

*Schack Art Center, Everett, WA*

- Oversaw unpacking and performed condition reports incoming and outgoing for the traveling exhibition *Chuck Close: Prints, Process, and Collaboration*.
- Staged artwork for packing for shipment.

### EDUCATION

#### MASTERS DEGREE

Masters of Arts in Museum Studies  
Johns Hopkins University  
2014

#### BACHELOR'S DEGREE

Bachelors of Arts in Fine Art  
Greenville University  
2003

#### ASSOCIATE'S DEGREE

Associates of Arts in Fine Art  
Southeastern Illinois College  
2001

## VOLUNTEER EXPERIENCE & INTERNSHIPS

### VISITOR SERVICES VOLUNTEER

*Nordic Museum, Seattle, WA*

Gift shop, admissions desk, and events.

February 2012 – November 2016

### COLLECTIONS VOLUNTEER & INTERN

*Nordic Museum, Seattle, WA*

Extensive inventory of permanent collection objects in gallery spaces, constructed archival mounts, condition reports and cataloguing. Rehoused approx 200 textiles and made recommendations for deaccession

July 2013 – July 2016

### COLLECTIONS VOLUNTEER AND DOCENT

*Richard W. Bock Sculpture Museum, Greenville, IL*

Assisted in care of collection, which included original Frank Lloyd Wright drawings and art glass. Guided tours and performed routine cleaning.

April 2008 – August 2011

## PROFESSIONAL MEMBERSHIPS

Association of Registrars and  
Collections Specialists

Western Museum Association

Registrars Committee –  
Western Region

## PROFESSIONAL EXPERIENCE (CONTINUED)

### CONTRACT COLLECTIONS ASSISTANT

June 2014 – November 2015

*Fall City Historical Society, Fall City, WA*

- Wrote a 4Culture Collections Care Grant for position funding, as well as new shelving and archival supplies.
- Developed housekeeping and IPM procedures and trained volunteers in implementation.
- Offered consultation on handling and storage of flat textiles and clothing.
- Optimized placement of storage furniture and containers, researched objects found in collection, cataloged and constructed storage for new accessions.
- Cataloged object information in PastPerfect 4.0.

### CONTRACT REGISTRATION ASSISTANT

Dec 2014- May 2015, Jan – May 2016

*Museum of Pop Culture, Seattle, WA*

- Work for the exhibition *Star Trek: Exploring New Worlds*
  - Performed condition reports and managed inventory for incoming loans.
  - Tracked object location throughout preparation and installation.
- Work for the exhibition *Infinite Worlds of Science Fiction*
  - Cataloged loans in TMS, managed loan inventory, and assisted with artifact transportation from private lender.
  - Preparatory assistance and installation support.
  - Managed artifact inventory from the previous *Icons of Science Fiction* exhibition, performed outgoing condition reports, and packed outgoing loans for shipment.

### VISITOR SERVICES REPRESENTATIVE / WEEKEND EXHIBITION WALKTHROUGHS

May 2014 – December 2014

*Museum of Pop Culture, Seattle, WA*

- Offered information, encouraged interaction with exhibits, promoted museum membership, and operated ticketing stations.
- While serving guests, monitored museum spaces for any potential agents of damage to artifacts on display.
- Performed walk-throughs in galleries and on weekend mornings, ensured exhibit components were in proper order, and changed lights as necessary.

### SENIOR ASSISTANT – MEDICAL RECORDS

December 2011 – May 2014

*Trupanion, Seattle, WA*

- Assisted in collecting all medical information necessary information to process claims in a timely manner.
- Provided excellent service to policyholders and maintained client information in the database.
- As a senior assistant, I provided support for members of my team and trained new employees.

### ADMISSIONS FILE PROCESSOR

July 2008 – September 2011

*Greenville University, Greenville, IL*

- Processed admissions files for traditional, adult, and graduate programs.
- Maintained student information using Jenzabar database, specified data entry standards, tracked paper files, and ran reports.
- Prepared for implementation of an updated database product, and began setting the standards for document imaging.
- Trained student workers in database operation and coordinated their work schedules.