

Angie Day, PMP

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www.consultingbygoldfish.com

EDUCATION

Indiana University, Indianapolis, Indiana, USA
Master of Arts in Museum Studies, 2006 – 2009

Purdue University, West Lafayette, Indiana, USA
Bachelor of Arts in Science and Culture, 1997 - 2002

WORK EXPERIENCE

Mussett, Nicholas & Associates, Indianapolis, Indiana, USA 2021 – Present
Project Manager 8/2021 – Present

- Registrar and Project Manager for Museum Services.
- Involved in the design process from conception to completion for Fortune 500 companies, major universities, museums, and gardens.
- Direct and maintain flow of project information and record keeping.
- Interface with clients and provide support from start to finish of the project.
- Track project progress and create action plans to meet objectives, budget, and schedule.
- Review plans and specifications for quality assurance and quality control.
- Collaborate with clients, architects, engineers, and contractors to ensure successful partnerships and completed projects.
- Apply communication, organization, and problem-solving skills allowing a project workflow that is efficient, detailed, responsive, and smooth.

Indianapolis Museum of Art, Indianapolis, Indiana, USA 2007 – 2021

Assistant Director of Registration 1/2021 – 7/2021
Registrar for Exhibitions 11/2016 – 1/2021
Associate Registrar for Exhibitions 10/2013 – 11/2016
Assistant Registrar (Exhibitions) 7/2011 – 10/2013
Assistant Registrar (Permanent Collection) 1/2010 – 7/2011
Registration Assistant 11/2007 – 1/2010

- Supervise and mentor teams of employees, volunteers, and interns.
- Departmental and institutional policies and general procedures including development of forms, schedules, and manuals.
- Project budget development, financial record keeping, and invoice reconciliation.
- Project management by overseeing, coordinating, and facilitating multiple complex projects concurrently.
- Negotiate and administer loan agreements, exhibition contracts, artist agreements for commission projects, and vendor contracts.
- Coordinate checklists, (de)installation, packing, shipping, and insurance arrangements.
- Process entering and exiting artwork. Produce condition reports and ensure artwork is tagged, measured, digitally photographed, and properly stored.
- Create naming convention and storage file structure for digital and hard copy materials.
- Bring order to chaos with logistical solutions that meet stakeholder needs.
- Conduct productive project meetings.
- Mediate conflict with positive results.
- Accompany artwork as a courier domestically, and internationally including single artworks and traveling exhibitions.
- Coordinate courier arrangements including airfare, accommodations, per diem, and detailed courier itineraries.
- Comply with TSA policies and regulations, including monthly recordkeeping, cargo screening, and preparation of paperwork and retention of records.
- Familiarity with acquisition and exhibition process and procedures.

OTHER SKILLS

Project Management Professional (PMP) certification. Excellent communication, organizational, project management and problem solving through a calm positive attitude.