

Alisha Ferrin

www.ferrincm.com

WORK EXPERIENCE:

Ferrin Collections Management, LLC, Greater Pittsburgh Area, PA

Owner, Independent Registrar: January 2022 – present

- Provide collections management and registration services to museums, galleries, cultural heritage institutions, and private collectors both nationally and internationally
- Worldwide supervision of collection objects, incoming and outgoing loans, and new acquisitions including truck un/loading, transportation, de/palletization, un/packing, de/installation
- Collection database set up, management, entry, cleanup, and migration
- Organize collection records, both hard and digital copies
- Collection inventories including image capture
- Coordinate loans to/from cultural institutions including contract and agreement review, negotiation, and execution
- Condition reporting and assessment of works of various media
- Facilitate conservation, framing, mount making, photography, and appraisals
- Policy and procedure review and development
- Storage planning, organization, and collection relocation
- Insurance and risk management review and recommendations
- Coordinate all types of packing needs from soft packing to crating
- Domestic and international shipping logistics and customs arrangements
- Exhibition project management including traveling exhibitions, prepare and review facility reports, budget and track expenses, indemnity application support, review design drawings, supervise de/installation

Carnegie Museum of Art, Pittsburgh, PA

Associate Registrar, Outgoing Loans and Offsite Storage: September 2018 – January 2022

- Managed internal review and approval process for outgoing loans from the Museum's permanent collection, working closely with the Director, Conservators, Collections and Curatorial staff
- Managed incoming and outgoing loan activity in the collection database
- Reviewed facility reports of borrowing institutions
- Prepared and issued loan documentation including shipping, packing, and display and courier requirements
- Performed condition checks on objects leaving and returning to the Museum
- Received and released works of art and generated accompanying paperwork
- Coordinated conservation, framing, photography, and packing of outgoing loans
- Traveled as domestic and international courier
- Monitored budgets, created and reconciled invoices, tracked expenditures and revenue for incoming and outgoing loan activity
- As TSA Principal Security Inspector, maintained the Museum's certification as a Certified Cargo Screening Facility by administering annual training, maintaining records, ensuring applications and certifications were current and accurate
- Worked closely with the Art Preparation and Installation team, Conservation, and Curatorial staff to pack, ship, and store works safely at the Museum's offsite storage facility
- Maintained locations of objects located at offsite storage, and facilitated site visits
- Participated in periodic collection inventories
- Worked on in-house and traveling exhibitions including scheduling incoming and outgoing shipments, preparing and processing loan agreements, completing condition reports, overseeing de/installations, reviewing venue facility reports and traveling exhibition contracts

New-York Historical Society, New York, NY

Associate Registrar for Exhibitions: February 2015 – August 2018

- Coordinated and arranged fine art shipping, packing/crating, security, conservation, framing, and mount making for collection objects and loans
- Obtained estimates for exhibition budget planning and monitoring: shipping, crating, framing, conservation, couriers, and mount making
- Worked with couriers during de/installations as well as coordinated their schedules and travel arrangements
- Ensured that lender and display requirements were met and maintained throughout the loan period
- Supervised exhibition de/installations and the unpacking and repacking of collection objects and loans

New-York Historical Society, continued

- Prepared, reviewed, and processed loan agreements
- Created and maintained exhibition, lender, and shipping files including packing lists, and incoming and outgoing receipts
- Performed condition checks upon unpacking and repacking of loans and Museum objects
- Created crate lists, packing notes, condition and installation books, special handling and display instructions, and lender requirements for distribution to traveling exhibition venues
- Traveled as domestic and international courier with shipments and exhibitions
- Worked with insurance provider to issue insurance certificates to lenders
- Arranged contracts with offsite storage facilities along with round-trip shipping for the storage of empty exhibition packing materials
- Working with the Collections Manager, coordinated packing and shipping of collection objects to/from offsite storage as well as the viewing and assessment of Museum objects by Conservators and Curators
- Recorded object locations, lender details and requirements, and insurance values in the collections database
- Reviewed venue contracts and facility reports for in-house and traveling exhibitions, and coordinated and oversaw touring logistics for exhibitions organized by the Museum
- Worked inter-departmentally to create de/installation schedules for exhibitions
- Received and released Museum and loan objects, and generated accompanying paperwork

Museum of Arts and Design, New York, NY

Associate Registrar for Exhibitions: May 2011 – February 2015

- Coordinated domestic and international shipping and receiving arrangements, packing/crating, customs brokerage, insurance, and courier and artist arrangements
- Generated and maintained exhibition registration budgets by obtaining shipping and crating estimates
- Created exhibition schedules of incoming and outgoing shipments, couriers, and artists
- Worked with the exhibition design team to ensure that light levels, lender, and display restrictions were met and maintained during design planning as well as installation
- Supervised de/installations and assisted in determining crew size, duration, and crew assignments/duties
- Reviewed and processed loan agreements
- Wrote condition reports upon unpacking and repacking of exhibition loans and collections objects
- Created and maintained exhibition, lender, and shipping files including packing lists, incoming and outgoing receipts, condition reports, and loan agreements
- Reviewed venue facility reports and traveling exhibition contracts
- Created crate lists, packing notes, special handling instructions, and lender requirements for distribution to traveling exhibition venues
- Traveled as domestic and international courier with loan shipments and exhibitions
- Recorded object locations, insurance values, lender requirements, and shipping details in the database
- Monitored and maintained artwork for duration of exhibitions

Rubin Museum of Art, New York, NY

Associate Registrar for Exhibitions: May 2007 – May 2011

- Coordinated shipping and receiving arrangements for incoming and outgoing loans as well as purchase and gift considerations
- Supervised de/installations and packing of the permanent collection and loans
- Prepared condition reports for objects entering and leaving the Museum
- Traveled as courier with local and domestic exhibitions and loan shipments
- Worked with insurance provider to prepare and issue insurance certificates to lenders and vendors
- Coordinated conservation, framing, and photography arrangements
- Responsible for data collection and entry into the collections database
- Assisted in obtaining shipping, framing, and conservation estimates
- Created and maintained lists of lender requirements, shipping details, and courier information
- Managed, updated and archived paper and electronic files including acquisition documents, packing lists, incoming and outgoing receipts, condition reports, and object movement logs
- Organized annual collection inventories and worked with the Collections Management team to identify and problem solve issues such as objects without accession numbers, found in the collection, duplicate numbers, and long-term loans

Newark Museum, Newark, NJ

Assistant to the Registrar: October 2006 – May 2007

- Processed objects entering the Museum's collection: assigned accession numbers, photographed, measured, completed condition reports, and created object records in the archive and database
- Digitized, manipulated, and imported object images into the database
- Completed gallery inventories and walkthroughs
- Handled, packed, and unpacked objects
- Processed object movement updates

Educational Loan Department Intern: June 2006 – August 2006

- Assisted with processing of new acquisitions by condition reporting objects and obtaining dimensions
- Digitized, manipulated, and imported object images into the database
- Updated the database and catalog cards with object locations

Seton Hall University, South Orange, NJ

Graduate Assistant, University Museum: September 2005 – April 2007

- Participated in exhibition design, construction, and de/installation
- Developed the database of 23,000 objects by transferring data from catalog cards and object folders
- Conducted complete inventory of the collection, primarily Native American, and standardized object locations
- Matched "found in collection" objects with catalog descriptions of missing objects
- Digitized, manipulated, and imported 2,200 object images into the database
- Assisted the Museum in achieving compliancy with NAGPRA within six months

The Cummer Museum of Art & Gardens, Jacksonville, FL

Registration Department Intern: August 2004 – September 2004

- Researched artists' biographies and works of art for upcoming exhibitions to be used for docent training, catalogs, brochures, and exhibition labels
- Researched artists and works of art to determine insurance values, appraisal values, and comparable artwork for Museum acquisitions
- Handled and packed the pre-Columbian collection for outgoing shipment to offsite storage facility

EDUCATION:

Seton Hall University, South Orange, NJ

Master of Arts in Museum Professions, Registration Track

COMPUTER SKILLS:

KE EMu, The Museum System (TMS), PastPerfect, Argus, FileMaker Pro, Collector Systems, CatalogIt, Box, Microsoft Office