

Michelle C. Lopez

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Seasoned museum professional with over thirteen years of experience in the museum field and over eight years of experience managing museum collections. Experience working with a variety of museum collections including art, history, natural history, design, and textiles. 2024 graduate of the Southeastern Museum Conference's Leadership Institute.

PROFESSIONAL EXPERIENCE

ASSISTANT COLLECTIONS MANAGER, GS-09, Step 1

June 2024 – Present

Smithsonian American Art Museum

Office of the Registrar

8th and G Streets, NW, Washington, DC 20004

- Contribute with the collections management and registration services of 30,000+ graphic arts objects within the permanent collection including drawings, photography, and printmaking. Processing collection acquisitions, documentation, rehousing, inventory, identifying, labeling, and object handling.
- Coordinate photography of artworks and tracking digitization status in conjunction with registrar staff and photographers.
- Report analysis of immediate and long-term collection storage requirements and methods, providing input on planning, configuration, security, and implementation of appropriate storage systems and equipment.
- Coordinate and track the movement of artworks located in museum buildings and storage spaces for conservation, photography, research, and exhibit. Monitor private vendors handling works of art including loading/unloading trucks and crating/uncrating objects. Obtain detailed specifications or services from commercial handlers as necessary for complicated movement of objects.
- Record, update, and maintain collections information in the museum's electronic collections information system, TMS.
- Serve as courier for permanent collection objects to national and international venues.
- Assisted Registrar's Office staff with various duties such as incoming and outgoing loans, shipping and packing, and traveling exhibitions. Assisted painting and sculpture collections staff on art handling when needed.

COLLECTIONS STORAGE MANAGEMENT: Assist with the coordination of storage of objects in the Museum's custody and control in museum buildings and storage including but not limited to the permanent collection and temporary deposits. Control admittance to locked areas by authorized personnel and maintained records for all incoming and outgoing permanent collection objects. Assist the Senior Collections Manager on short and long-term storage requirements for objects.

EXHIBITION AND LOAN MANAGEMENT: Collaborate with the Exhibitions department on the registration and collections management oversight of permanent collection temporary exhibitions and gallery installations at the Donald W. Reynolds Center for American Art and Portraiture and the Renwick Gallery. Collaborate with the Assistant Registrar, Outgoing Loans on inquiries related to the borrowing of permanent collection objects. Implement security and environmental requirements for incoming and outgoing exhibition materials for in-house collections. Prepares objects for placement in crates and other appropriate containers.

ACCOMPLISHMENTS: Completed the inventory of 1877 photographs from the National Endowment of the Arts photographic surveys collection. Processed recent acquisitions of 112 photographs from Benjamin Chinn and Irene Poon.

COLLECTIONS MANAGER/REGISTRAR

April 2021 – June 2024

National Civil Rights Museum

450 Mulberry Street, Memphis, TN 38103

- Oversaw the care and logistics of the 16,000+ collection, staff resource library, and institutional archives including processing collections acquisitions, documentation, rehousing, inventory, research, and rights and reproduction requests.
- Chaired the Museum’s collections committee. Managed an average of 110 collection acquisitions per year. Managed de-accession and disposals.
- Composed and executed collection policies and procedures including Collections Management Policy and Integrated Pest Management Policy. Assisted in budget preparation and reports and maintains annual collections, acquisition, and conservation budgets.
- Member of the legacy building renovation committee. Provided the design firm resources from the collection as well as feedback in relation to exhibition galleries in the renovation plans. Coordinated the handling, packing, shipping, and storage of objects during the renovation period.
- Recorded, updated, and maintained collections information in the museum’s electronic collections information system, TMS.
- Collaborated with Operations staff on housekeeping procedures, proper environmental conditions, and repairs of the galleries and collections storage. Developed and assembled disaster emergency kits.
- Supervised an average of six interns annually. Trained staff on object care, handling, and maintenance.
- Responded to inquiries from the general public, scholars, and other constituents.
- Assisted the Chief Administrative Officer with the development of the Museum’s internship program. Promoted the internship program at Rhodes College internship fair.
- Assisted the DEI department promoting the museum at various local community events including Memphis Pride and Latin Fest.
- Assisted during key Museum events including Freedom Award, Martin Luther King, Jr. Day, April 4th Commemoration, Juneteenth, Ruby Bridges Reading Festival, and Community Day.

EXHIBITION AND LOAN MANAGEMENT: Served as loan coordinator and managed an average of 40 domestic and international incoming/outgoing loans as well as incoming traveling exhibitions per year. Collaborated with the Education department to develop and curate temporary exhibitions. Arranged aspects of framing, and conservation. Processed paperwork such as loan agreements, vendor forms, and contracts. Collaborated with the Chief Finance and Operations Officer regarding insurance coverage and legal compliance. Collaborated with Museum Preparator/Exhibit Designer on installation/de-installation of exhibitions and objects. Conducted regular assessments of the condition and environment of permanent and temporary exhibitions. Formulated reports, statistical, analytical and archival in nature, relating to objects exhibited by the Museum and lent to other institutions. Prepared objects for placement in crates and other appropriate containers.

COLLECTIONS STORAGE MANAGEMENT: Coordinated the storage of objects in the Museum’s custody and control within on-site and off-site locations including but not limited to the permanent collection, incoming loans, and temporary deposits. Controlled admittance to locked areas by authorized personnel

and maintained records for all incoming and outgoing items. Served as main contact for off-site storage locations. Determined short and long-term storage requirements for objects.

ACCOMPLISHMENTS: Processed over 100 acquisition proposals within my first year including pending donations from over 19 years. Advocated to executive senior leadership to begin a collection digitization project including acquiring TMS collections management database. Completed data migration from Past Perfect to TMS including mapping, pathway corrections, troubleshooting and the creation of protocols. Collaborated with the President to present artifacts and advocate the benefits of digitizing the collections to potential donors. These efforts resulted in the Boeing Company contributing \$1,250,000 for the digitization project. Developed an open call for artifacts initiative during Summer 2021 for the community and museum staff to donate or loan objects for the museum's 30th anniversary and temporary exhibition, *NCRM @30: The Transformative Story of the National Civil Rights Museum*. Through this initiative over 60 artifacts were collected from donations. Collaborated with Tennessee State Museum registration staff on confirming when long-term loans were returned or noted missing and updated records on Past Perfect. Organized Found in Collection objects which resulted in returning old loans and identified 14 accessioned objects. Identified gaps within the collections and acquired objects related to women, Indigenous, Latinx, LGBTQIA+, Black Lives Matter, and contemporary civil rights movements and events. Created a rapid response initiative by acquiring items from various protests and rallies for the collections. Processed a donation of 1,097 photographs from Bob Adelman, Bruce Davidson, and David Levinthal. Coordinated the deaccession of over 70+ objects. Launched an annual cleaning of the permanent exhibition galleries and a biannual cleaning room the motel rooms. Conducted a preservation assessment report of the motel rooms. Reorganized off-site storage with proper housekeeping procedures, environmental conditions, and storage shelving for collection objects. Advocated to executive senior leadership for the upgrade to cloud-based wireless environmental monitoring for exhibition galleries, collections storage, and areas where collection objects are displayed or stored. Collaborated with the President on the inventory and acquisition of the 500+ collection from Bayard Rustin's estate. Spearheaded and conducted a full inventory of collection artifacts and loans on display in the permanent exhibition galleries as well as loans in storage. Collaborated with the FBI Museum registration staff on the return of a 20 year long-term loan of 3D scale models of the Lorraine Motel and boarding house from the 1968 investigation of the assassination of Dr. Martin Luther King, Jr. Spearheaded the reorganization and inventory of the staff resource library.

REGISTRAR/COLLECTIONS MANAGER

February 2016 – March 2021

**Bernard A. Zuckerman Museum of Art, Kennesaw State University
492 Prillaman Way, Kennesaw, GA 30144**

- Oversaw the care and logistics of the 10,000+ collection including processing acquisitions, documentation, rehousing, inventory, artist and donor research, and rights and reproduction requests.
- Composed and executed collection policies and procedures including Collections Management Policy, Campus Loan Agreement, and Integrated Pest Management.
- Records, updates, and maintains collections information in the museum's electronic collections information system, TMS.
- Collaborated with communications staff highlighting the collection on social media platforms.
- Supervised collections management interns and volunteers. Trained staff and student assistants on art handling.

EXHIBITION AND LOAN MANAGEMENT: Served as loan coordinator and managed domestic and international incoming/outgoing loans. Arranged aspects of framing, and conservation. Processed paperwork such as loan agreements, vendor forms, and artist contracts. Collaborated with the Division of Legal Affairs regarding insurance coverage and legal compliance. Collaborated with the exhibition team on installation and deinstallation of exhibitions and campus displays. Implement security and environmental requirements for incoming and outgoing exhibition materials. Curatorial research assistant for the 2020 exhibition, *A Peculiar Proximity to Spiritual Mysteries*. Formulated reports, statistical, analytical and archival in nature, relating to objects exhibited by the Museum and lent to other institutions.

COLLECTIONS STORAGE MANAGEMENT: Coordinated the storage of objects in the Museum's custody and control within on-site and off-site locations including but not limited to the permanent collection, incoming loans, and temporary deposits. Controlled admittance to locked areas by authorized personnel and maintained records for all incoming and outgoing items. Served as main contact for off-site storage locations. Determined short and long-term storage requirements for objects.

ACCOMPLISHMENTS: Spearheaded a full inventory of the collection during Spring 2016 in which 30 artifacts considered missing were retrieved and an additional 80 Found in Collection artifacts were reconciled. Launched an annual cleaning schedule for outdoor campus sculptures as well as developed disaster emergency kits. Edited Spanish labels for the 2019 exhibition, *The Island of My Love: The Faces and Stories of Cuba* held at Kennesaw State University Sturgis Library, as well as for the 2020 traveling exhibition, *The Tragedy of the St. Louis* held at the Museum of History and Holocaust Education.

VISITOR SERVICES ASSISTANT

October 2015 – February 2016

**Jorge M. Pérez Art Museum Miami
1103 Biscayne Blvd, Miami, FL 33132**

Handled box office transactions and membership applications. Assisted the Education department with checking in school groups for tours. Assisted the Marketing department promoting the museum at various local community events.

CURATORIAL INTERN, DIVISION OF HOME AND COMMUNITY LIFE

May – July 2015

**Smithsonian Institution, National Museum of American History
1300 Constitution Avenue NW, Washington, DC 20560**

Assisted the Curator with an oral history project about the Cuban migrant experience which involved various tasks including shadowed oral history interviews, cataloged objects, edited interview transcripts, and corresponded with interview participants. Conducted research and assisted on curatorial narrative and layout for the online exhibition.

COLLECTIONS MANAGEMENT INTERN, OFFICE OF EDUCATION AND OUTREACH September 2014 – May 2015

**Smithsonian Institution, National Museum of Natural History
10th Street & Constitution Avenue NW, Washington, DC 20560**

Assisted with the management and care of the 6,000 education collection specimens including object handling, rehousing, and integrated pest management. Acted as docent in the Q?rius interactive and experimental learning space when needed.

ACCOMPLISHMENTS: Conducted a full inventory of specimens displayed in Q?rius and recommended to collections staff on which specimens needed more restrictions based on handling and damage. Presented on collections management and care during Boy Scouts Day.

COLLECTIONS MANAGEMENT INTERN

May – August 2014

**The George Washington University Museum and the Textile Museum
701 21st Street NW, Washington, DC 20052**

Aided with the large-scale move of 21,000+ collection to the new museum facilities at the university's Foggy Bottom and Virginia Science & Technology campuses. Rehoused and packed objects as well as prepared boxes for transportation and cold storage. Digitized analog catalog object cards.

REGISTRATION DATABASE TECHNICIAN

May 2012 – August 2013

**The Wolfsonian-FIU, Florida International University
1001 Washington Avenue, Miami Beach, FL 33139**

Assisted with the collection digitization project by verifying digital and scanned images into the collections management database. Conducted art handling, data entry, and research.

ACCOMPLISHMENTS: Processed an acquisition of over 200 World War II posters. Promoted from Registration Intern to Registration Database Technician in March 2013.

MUSEUM SALES ASSOCIATE

September 2011 – August 2013

**The Wolfsonian-FIU, Florida International University
1001 Washington Avenue, Miami Beach, FL 33139**

Handled museum store and box office transactions and membership applications. Conducted annual inventory of the museum store merchandise as well as managed the museum store's website inventory and shipment. Trained museum store and box office assistants. Organized museum PR kits.

COLLECTIONS AND REGISTRATION INTERN

January – August 2011

**The Patricia & Phillip Frost Art Museum, Florida International University
10975 SW 17th Street, Miami, FL 33199**

Assisted with the management and care of the collection including documentation, inventory, art handling, packing, deframing, exhibitions installation, and photography. Conducted artist and donor research.

EDUCATION

Certificate, Leadership Institute: Leading for Today's Challenges, 2024

Southeastern Museum Conference, Louisville, KY

Certificate, Management Development, 2019

Kennesaw State University, Kennesaw, GA

MA, Museum Studies with concentration in Collections Management, 2015

The George Washington University, Washington, DC
Honors: GWU Museum Studies Endowment Fellowship
Activities: Museum Studies Student Association Officer

Certificate, Museum Studies, 2013

Florida International University, Miami, FL
Activities: Co-Curator for the 2012 exhibition, *Jamaican Intuitive Artists: Storytellers and Visionaries*,
Second Annual Museum Studies Exhibition, Patricia & Phillip Frost Art Museum, Miami, FL

BA, Art History, *magna cum laude*, 2011

Florida International University, Miami, FL
Honors: Phi Kappa Phi Honor Society, Golden Key International Honor Society, Florida Bright Futures
Scholarship, FIU Art + Art History Swire-Carbonell Scholarship

SKILLS

- Proficient in Microsoft Office Suite and Teams and Adobe Photoshop
- Proficient in electronic collections information systems TMS Collections (cloud-based), TMS (Web), Past Perfect, Re:Discovery, and Library World
- Intermediate competency in Spanish.

HONORS/AWARDS

2021 Diversity Scholarship, The National Trust for Historic Preservation PastForward Conference
2021 Douglas Evelyn Scholarship for Diversity, American Association for State and Local History
2020 Annual Meeting Scholarship, American Alliance of Museums
2016 Emerging Museum Professional Travel Scholarship, Southeastern Museum Conference
2015 Diversity Scholarship, Mid-Atlantic Association of Museums Annual Conference

PROFESSIONAL AFFILIATIONS

American Association for State and Local History

- Annual Conference Program Committee, 2023

Association of Registrars and Collection Specialists

- Member, 2021-Present
- Awards Subcommittee member, 2024-Present

Atlanta Emerging Museum Professionals Network

- Co-Founder and Committee Chair, 2017-2021

Collections Stewardship-American Alliance of Museums Professional Network

- Emerging Museum Professional Committee Chair, 2020-2022

Georgia Association of Museums

- Annual Meeting Planning Committee, 2020-2021

National Museum of African American History and Culture

- Robert Frederick Smith Internship Mentor Program Mentor, 2023
- RCS Mentoring Program Mentor, 2022-2023

PUBLICATIONS

Knight, E., Lopez, M., & Yandell, A. (2020, August 19). *ATL Emerging Museum Professionals*. Inside SEMC, 29-30.

ATL Emerging Museum Professionals Network chairs. (2020, April 2). *EMP Corner*. Georgia Association of Museums GAMessenger, 3.

CONFERENCE PRESENTATIONS/GUEST LECTURES

- 2022 Moderator, "EMP Roadmap: Navigating the Job Market (CSAAM)", Collections Stewardship-American Alliance of Museums Professional Network, Webinar
- 2021 Moderator, "Decolonizing Museum Collections: A Conversation between Colleagues in the Field (CSAAM)", Collections Stewardship-American Alliance of Museums Professional Network, Webinar
- 2021 Presenter, "Where Did I Put That? Inventory 101", Southeastern Museum Conference, Chattanooga, TN
- Co-chair, "Certified Geek, 5 Days a Week (Working Arts Professionals)", Georgia Association of Museums Annual Meeting, Statesboro, GA
- 2020 Speaker, "Mendieta: Land, Body, Identity," in conjunction with Hispanic Heritage Month for *it's your world for the moment* exhibition, Bernard A. Zuckerman Museum of Art, Kennesaw, GA
- Moderator, "CSAAM EMP: Basic Condition Reporting", Collections Stewardship-American Alliance of Museums Professional Network, Webinar
- Co-chair, "Collection Documentation Nuts and Bolts," Georgia Association of Museums/Alabama Museums Association Annual Meeting, Columbus, GA
- Co-chair, "Nourish to Flourish: EMPs & Self Care," Georgia Association of Museums/Alabama Museums Association Annual Meeting, Columbus, GA
- 2019 Chair, "EMP Connection: Speed Networking," Georgia Association of Museums Annual Meeting, Atlanta, GA
- 2018 Presenter, "SGCI Archives at the Zuckerman Museum of Art: Managing the SGCI Print Collection," Southern Graphics Council International Annual Meeting, Las Vegas, NV
- 2017 Panelist, "Looking Back to Go Forward: The SGC International Collection," Southern Graphics Council International Annual Meeting, Atlanta, GA
- 2016 Guest lecturer, "Registration and Collections Management," HIST 4430: Museum Studies course, Kennesaw State University, Kennesaw, GA