

HANNAH SISK

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REGISTRAR & COLLECTIONS MANAGEMENT EXPERIENCE

Philadelphia Museum of Art

Philadelphia, PA

Assistant Registrar

August 2021-November 2022

- Coordinated and processed incoming acquisitions (e.g., gifts, bequests, purchases) for Contemporary, and Costumes & Textiles, and Prints, Drawings & Photographs departments. Arranged safe packing, handling, and transport of artworks, and worked closely with donors and galleries. Worked on budgeting for incoming acquisitions.
- Facilitated incoming gallery loans. Managed loan contracts, ensured packing and transport, completed condition checks, and secured fine arts insurance for incoming works.
- Served as a courier for outgoing loans as needed.

The Frick Collection (TFC)

New York, NY

Assistant Registrar

November 2018-August 2021

- Coordinated domestic incoming loans. Oversaw packing/unpacking, installation/dismantling, and release of works. Completed condition checks of art and work with lender couriers as needed.
- Coordinated domestic and international outgoing loans. Facilitated fine arts insurance, created courier packs and oversaw checking and packing of outgoing loans. International courier experience. TSA certified in packing and screening.
- Worked as Collections Move team member on 2020 TFC expansion project: used barcode scanning to track locations in TMS, developed move workflows and procedures, oversaw preparators and packing/moving of collection.

Registrar Assistant

July 2017- November 2018

- Supported all phases of exhibitions, outgoing loans, and collections management. Generated and coordinated all paperwork for incoming and outgoing loans. Maintained hard-copy curatorial and exhibitions records.
- Facilitated hotel and per diem arrangements for lender couriers.

American Philosophical Society (APS) Museum

Philadelphia, PA

Curatorial Assistant/Associate

May 2013-May 2017

- Aided in collections care and PastPerfect maintenance. Supported exhibition preparation and installation.
- Copy-edited exhibition texts, press releases, and grant applications. Maintained museum website. Helped Director build and maintain budgets; monitored and processed department expenses; drafted grant reports to funders.

University of Pennsylvania Museum of Archaeology and Anthropology

Philadelphia, PA

Near East Section Volunteer

Summers 2010, 2011, 2016

- Re-housed a portion of the museum's cuneiform tablets, 2010.
- Inventoried and organized Beth Shean objects; input updated information in KE EMu, 2011.
- Photographed and rehoused Near East Section objects in preparation for gallery reinstallation, 2016.

Haffenreffer Museum of Anthropology, Brown University

Providence, RI

Student Group Co-President

Fall 2010-May 2013

- Founded and shaped the group as an outlet for Brown undergraduates interested in working with museum collections.

Brown University Special Collections

Providence, RI

Preservation Assistant

Fall 2012-May 2013

- Constructed phase boxes to store rare books as part of a larger preservation project for the John Hay Library collection

LOCAL COMMUNITY EXPERIENCE

Historic Preservation Taskforce Member

Swarthmore, PA: Fall 2022-Present

Helen Kate Furness Public Library, Member, Board of Directors

Wallingford, PA: Winter 2015-Winter 2017

SKILLS

Languages: French (reading)

Computer: Mac OS, Windows, Microsoft Office (Word, PowerPoint, Excel), Adobe Systems, The Museum System (TMS), KE EMu, FileMaker, PastPerfect, WordPress, Constant Contact

EDUCATION

Johns Hopkins University, May 2021

M.A. Cultural Heritage Management

Brown University, May 2013

A.B. Egyptian and Ancient Western Asian Archaeology, *magna cum laude*