

Thirty years of experience working with art, costume, textile and object collections in public museums, private collections, and for-profit institutions.

CONTRACT REGISTRAR PROJECTS

North Carolina History Center of the Civil War, Emancipation, and Reconstruction Foundation, Fayetteville, NC (April 2024 – present)

Exhibition Artifact Coordinator – Locating and selecting artifacts for the new history center.

- Working with exhibition design firm to locate artifacts for display in the history center.
- Coordinating approximately 100 artifacts from several in-state lenders.
- Purchasing items when needed via public auction.
- Building scheduled to open Spring 2027.

EM Group (Experiential Media), Peachtree Corners, GA (October 2023-present)

Previously Premiere Exhibitions. Installed and/or deinstalled *Titanic: The Artifact Exhibition*.

- Unpacked and installed 150-300 objects per exhibition.
- Deinstalled exhibition and prepared condition reports for objects previously on display.

Global Ministries of The United Methodist Church, General Board of Global Ministries, Atlanta, GA, (June 2022-present)

Exhibition Loan Coordinator – January 2024-present

Planning and preparing the exhibition to travel to a second venue, Schatten Gallery on the campus of Emory University.

- Review loan and exclusive license forms for updates and changes
- Arrange transportation from airport to next venue
- Provide forms and documents to venue staff
- Coordinate shipment of one additional artifact
- Exhibition scheduled to open January 2025

Exhibition Loan Coordinator - June 2022- December 2023

Working with a team to plan, prepare and install a contemporary Native American Exhibition, *This Land Calls Us Home* at the Atlanta Hartsfield airport. (remote, part-time)

- Create and prepare forms for loan and condition.
- Coordinate documentation for loans.
- Organize and arrange packing and shipping of objects.
- Review insurance and ensure object are accurately insured.
- Set up area for temporary storage prior to exhibition installation.
- Installation of exhibition November 2-3, 2023.

Mint Museum of Art, Charlotte, NC (July 2023)

Vacuumed and packed costumes from the exhibition, *Fashion Reimagined*.

JT Robinette Art & Artifacts Collections Management, (October 2022)

Working with an artist representative, contracted to photograph and inventory a large collection of works on canvas for international shipping estimate and evaluation.

Mint Museum of Art, Charlotte, NC, (November 2021)

Prepared condition reports and dressed mannequins for the exhibition, *The World of Anna Sui*.

Premier Exhibitions/ RMS Titanic, Atlanta, Georgia, (2006-2014)

Installed and/or deinstalled *Titanic: The Artifact Exhibition* in multiple national and international cities four to ten times per year.

- Unpacked and installed 150-300 objects per exhibition.
- Deinstalled exhibition and prepared condition reports for objects previously on display.

Edgar Allan Poe Museum, Richmond, Virginia, (April-November 2013)

Prepared and proposed Kickstarter project to fund the publication of a book of drawings by James Carling that illustrate Poe's *The Raven*.

- Made contact and arrangements for short film to be produced for the Kickstarter page.
- Developed Kickstarter page with Director.
- Created budget for project and located vendors.
- Kickstarter page went "live" October 1, 2013-November 15, 2013.

Danville Museum of Art and History, Danville, Virginia (August 2013)

Inventoried the Camilla Ella Williams collection, the first black opera singer who was born in Danville.

- Quick catalog of over 500 objects in collection and about 1000 pieces of ephemera.
- Prepared report and recommendations for the next steps in caring for the collection.

Black History Museum and Cultural Center of Virginia, Richmond, Virginia, (2013)

Contracted to prepare a proposal for the museum to move the museum's collection and organize it.

- Collection was stored off-site and consisted of 50 ethnographic objects and 3,000 pieces of ephemera.
- Consolidated and organized about 1,000 objects, ephemera, and library materials housed on-site.

Virginia Association of Museums (VAM), Richmond, Virginia, (2011)

VAM found that most of its member institutions did not have Disaster Plans. Created three templates that were simple and easy to use; one each for small, medium, and large museums.

Robert Russa Moton Museum, Farmville, Virginia, (2008)

A new museum and collecting institution, the collections representative assisting the Director, Lacy Ward.

- Developed a Collections Management Policy and legal forms for the museum.
- Consulted with the museum director regarding how to collect relevant material for the museum collection

Black History Museum and Cultural Center of Virginia, Richmond, Virginia, (2007)

Contracted to organize the move of the museum's collection of approximately 3,000 pieces of ephemera and paper materials as well as a 50 piece Ethnographic collection.

- Organized a "White Glove Gang."
- Coordinated a team of 24 volunteers packed and moved the collection to an off-site storage facility.

MUSEUM COLLECTION EXPERIENCE

Greenhill Center for North Carolina Art, Greensboro, NC (May 2022 – June 2024)

Curatorial Registrar- Maintains inventory and records for the gallery and gift shop. (part-time)

- Database manager for gallery database system. (Masterpiece)
- Prepares monthly sales reports, creates new records, updates location records, and corresponds with artists.
- Packs and ships art to artists and collectors.

Weatherspoon Art Museum, University of North Carolina, Greensboro, North Carolina, (2015-2022)

Head Registrar – Managed a department of three full time staff members and graduate assistants.

- Managed domestic and international outgoing loan program.
- Responsible for a collection of 6,000 works of contemporary art.
- Coordinated busy exhibition schedule of 10-12 exhibitions per year.
- Arranged for the transport of new acquisitions and incoming exhibitions.
- Performed the daily administrative tasks of a registrar.
- Assisted with event planning and set up.

Eclectic Electric, Private collection, Richmond, Virginia, (2005-2012)

Registrar and building manager – As the first professional, developed museum professional standards for the collection.

- Responsible for documenting the entire collection of 6,500 early electrical appliances including heaters, irons, fans, and vacuums. Developed a unique numbering system.
- Used the, EmbARK from Gallery Systems and performed a conversion of 2,500 records.
- Developed and managed museum database system EmbARK web kiosk.
- Scheduled and handled tours of the museum as well as building maintenance.

Virginia Museum of Fine Arts, Richmond, Virginia, (2005-2007)

Coordinator of Deaccessioning Project – Responsible to create and manage a deaccessioning project.

- Culled the collection of over 23,000 objects to recommend objects for possible deaccession.
- Scheduled experts in the areas of paintings and decorative arts to review objects.
- Coordinated the packing, shipping and tracking of objects sent for auction.
- Updated all in-house paper records of approximately 500 deaccessioned items.
- Entered and updated data in the Re:Discovery database.

Virginia War Memorial, Richmond, Virginia, (2003-2005)

Collections Manager – The first professional collections employee at the memorial.

- Set up a storage area, housed the items in archival materials, and created an inventory of 250 objects.
- Created and developed legal paperwork including a Collections Management Policy and Deed of Gift.
- Managed the volunteer program.

The Valentine Richmond History Center, Richmond, Virginia, (2001-2002)

Registrar - A mid-sized museum, responsible for all registration related duties.

- Processed new acquisitions, incoming and outgoing loan requests.
- Reviewed, negotiated, and selected a new museum database program: I/O, from Willoughby & Associates.
- Mapped data and converted about 15,000 records from a hierarchical database (Argus) into a new relational database. (I/O)
- Wrote a cataloging manual for data entry and performed a data clean up.
- Administered the database and was responsible for training the staff on its use.

TEACHING EXPERIENCE

University of North Carolina Greensboro, NC,

Adjunct professor, Public History Department, (2020, 2022)

Instructed graduate students, "History Museum Curatorship: Collections Management."

Fall 2022 developed Collections Management Policy and Plan for Temple Emanuel Archives located at the Temple in Greensboro, NC.

Guest lecturer, School of the Arts, Arts Administration (2019, 2022, 2023)

Lectured to the undergraduate students, "Introduction to Art Museum Studies"

Discussed the role of collections management and registration in museums

Appalachian State University, Boone, NC (2021)

Guest speaker for art history art management, studio art, and public history students.

Presented information to students about the diversity of registration and collections management as a career.

Longwood University, Farmville, Virginia

Adjunct professor in History department (2003)

Instructed, "Introduction to Museum Studies."

Covered topics such as collection management and registration, museum ethics, condition reporting, and cataloging among other topics.

Adjunct professor in Art department (2014)

Taught undergraduate art seniors, "Professional Practices."

Assisted students in preparing for a career as an artist. Developed resumes, artist statements, and performed mock interviews. Reviewed the steps needed when applying to residencies and obtaining grants.

Richard Bland Community College, Richmond, Virginia, (2007)

Guest lecturer, History Department discussed post war fashion "Christian Dior and the New Look, 1947-1948."

Virginia Commonwealth University, Richmond, Virginia, (2005 - 2006)

Adjunct professor in Fashion Department,

Instructed students in the class, "20th Century Fashion."

Covered the history of western fashion from 1850-2000.

Fashion Institute of Technology, New York, New York, (2000)

Guest lecturer to Graduate "Storage Solutions" class.

VOLUNTEER EXPERIENCE

Greenhill Center for North Carolina Art, Greensboro, NC (May- September 2022)

Gift Shop volunteer- Performed inventory of the shop and rectified the inventory.

Began returning unsold works to the artists.

Greensboro Project Space, University of North Carolina Greensboro, NC (2021)

Curator the exhibition entitled: *We are Home: Local Artists Unmasked*.

The multimedia exhibition brought together artworks of 10 female Greensboro artists. The exhibition showcased artwork made at home during early Covid lockdown.

COLLECTION MANAGEMENT DATABASE SKILLS

Gallery Systems, EmbARK
Questor Systems, Classic Argus
RE:Discovery Inc, Re:Discovery
Willoughby & Associates (now Axiell Design), Multi-MIMSY, Mimsy XG & I/O
Past Perfect Museum Software
Masterpiece

EDUCATION

Fashion Institute of Technology, New York, New York
Master of Arts, Museum Studies, specialization in Clothing and Textiles, 2001

New York University, New York, New York
Continuing Education, Appraisal Studies, 1997-1998, USPAP certified, 1998

Virginia Commonwealth University, Richmond, Virginia
Bachelor of Fine Arts, Major in Fashion Merchandising, May 1993