

Katie Press

Art Registration Professional

Since returning to the Philadelphia area in 2022 & settling our family of 5, I've sought to pursue freelance roles that blend my passion for art, experience in art registration, & provide me the flexibility to continue to engage in my family's life in a significant way.

WORK EXPERIENCE

Faith Ringgold Estate

Registrar

May 2024 - Present

- Catalog & organize a comprehensive inventory of the artist's estate.
- Implement a detailed database of the collection, documenting artwork titles, dimensions, mediums, images & condition.

National Museum of African Art

TMS Database Specialist

January 2024 - Present

- Provide data entry in accordance with NMAFA's established TMS standards & guidelines, including entering results of a recent inventory & records for new acquisitions, loans & exhibitions.
- Provide informal training & support to new & existing TMS users.
- Prepare digital images & importing them into the Smithsonian DAMS, ensuring images are correctly linked from the DAMS to TMS.

Japanese Art Society of America

Exhibition Registrar

May 2023– November 2024

- Coordinate loan agreements, packing & shipping arrangements, & installation schedules for the touring exhibition "Meiji Modern: Fifty Years of New Japan" spanning almost 200 works from over 50 lenders & 3 venues.

The Studio Museum in Harlem

Contract Registrar

April 2023– May 2023

- Created workflow & tracking process for photographing over 1,200 works from the permanent collection.
- Collaborated with staff to refine existing policies & procedures for art handling & viewing requests, incoming art, & location tracking.

Harvard Art Museum, Cambridge, MA

Senior Associate Registrar for Collections

2015 – June 2022

- Developed & implemented policies & procedures for permanent & long-term loan collections.
- Served as liaison with University Offices, including General Counsel, Governing Boards, & Insurance Carriers.
- Created & executed a comprehensive collection inventory plan & led the digital initiative for Collections Management.
- Oversaw registration of two major & seven minor exhibitions; managing domestic & international loans with curators, artists, & lenders.

Associate Registrar for Collections

2010 – 2015

- Facilitated acquisition & deaccession projects, coordinated acquisition meetings, & maintained object files.
- Assessed object condition, produced reports & consulted with conservators as needed.

Assistant Registrar

2007 – 2010

- Processed outgoing loans, shepherded loan requests through the internal review process, oversaw packing, shipping & installation logistics.

CONTACT

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SKILLS

Unique Work Experiences:

- Served as domestic, international, & virtual courier.
- TSA Certified for Art Shipment
- Member of ARCS (Assoc. of Registrars & Collections Specialists)
- Taught Harvard Extension School course; Museum Collections Care
- Attended numerous professional conferences related to registration methods & legal issues in museum administration.
- Innovated virtual packing oversight during the pandemic
- Member of Museum-Wide diversity task force

Useful Technologies:

- TMS by Gallery Systems
- Collector Systems
- Basecamp for Project Mgmt
- All Microsoft Office Products
- All Google Suite Products

Personnel Review Feedback:

- Easily managed & genuine
- Strong oral & written communication skills
- Excellent organizational skills & attention to detail
- Self-motivated & able to work independently

EDUCATION

Boston College

Bachelor of Arts

Major in Art History

Minor in French

Chestnut Hill, MA – May 2003

OTHER INTERESTS

- Photography Coursework
- Girl Scout Troop Leader
- Volunteer Youth Sports Coach
- Amateur Baker & Seamstress
- Conversational French fluency