

Meghan C. Magee
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Over 25 year museum registration professional with extensive domestic and international experience across private and institutional collections management. Areas of expertise:

Exhibition Registrar	Collections Management/Policy	Training/Teambuilding
Global Courier Experience	Collections Software Mastery	Education/Visitor Experience
Global Import/Export Protocols	Project Leadership/Management	Museum Environments

EXPERIENCE

Exhibition and Registration Services, Independent Contractor
New York, New York USA

Dec 2017–Present
Mar 2009–Sep 2010

AMERICAN FEDERATION OF ARTS **Traveling Exhibition Project Registrar**

Manage all aspects of domestic and international exhibitions to include condition reports, budget, timeline, shipping and crating logistics, and ensure venue adherence to requirements. Successfully submitted U.S. indemnity application with 97% coverage.

THE MORGAN LIBRARY AND MUSEUM **Project Registrar**

Manage handling and installation of loaned and MLM objects for temporary exhibitions. Coordinate with curators and couriers concerning object handling and placement. Complete condition reports on loaned objects. Assist with coordination of Outgoing Loan Program: circulate loan requests, prepare and pack objects for shipment, completing TSA screening requirements, create courier packets. Start new accession process by creating records in TMS, coordinating incoming shipment and completing initial condition report.

BROWN UNIVERSITY, JOHN HAY LIBRARY **Special Collection Inventory Manager**

Manage creation of collections overview document of special collection. Train work study students on inventory and handling techniques.

THE JEWISH MUSEUM **Temporary Registrar**

Manage handling and installation of loaned objects for temporary exhibition. Work with couriers to ensure proper handling of artwork. Document packing techniques for use at deinstallation.

FRIST ART MUSEUM **Exhibition Registrar**

Managed execution of installation and deinstallation of exhibition, including insurance and shipping logistics, courier arrangements. Created and implemented schedule of couriers and artwork.

LIBERTY SCIENCE CENTER, AMERICAN FEDERATION OF ARTS **Exhibition Registrar**

Managed installation/deinstallation, condition reporting of art objects, ensuring security procedures enacted by staff when handling works of art.

NATIONAL ACADEMY OF DESIGN, MUSEUM OF THE CITY OF NEW YORK **Collections Manager**

Designed and implemented inventory, cataloging and condition assessment programs. Developed policy and procedures for current professional safety standards adherence for art, records, and staff.

Developed and implemented storage space realignment plan to maximize space utilization. Coordinated and supervised staff and volunteers throughout move and objects relocation.

TIFFANY & CO **Training Registrar**

Trained staff on basic registration procedures: accessioning, cataloguing, and exhibition negotiation and execution.

DAHESH MUSEUM OF ART, TIFFANY & CO. **Collections Management**

Managed and trained staff on collections databases and data entry procedures

QATAR MUSEUMS, Doha, Qatar

2010-2017

Registrar, Acquisitions Department

Feb 2016–June 2017

- Drafted enterprise-wide Collections Management Policy serving as operational framework for three operating museums and various museums in development for the State of Qatar.
- Lead cataloging of 300,000 objects acquired from the 9th century Cirebon Shipwreck. Managed workflow to prioritize objects intended for imminent opening of the new National Museum.
- Managed highly confidential acquisitions and their attendant global logistics to take possession for members of the Ruling Family.

Registrar, Pearl and Jewelry Collection

Sep 2013–Jun 2017

- Team member that curated, designed and installed/deinstalled the Qatar Museums traveling exhibition “Pearls” exhibited in London, Sao Paulo, Istanbul and Beijing. Additionally responsible for organizing packing, crating, shipping, insurance, condition reports and legal agreements.
- Organized and designed monitoring of extremely high value storage rooms, including allocation of storage space and mounting/housing. Creation and implementation of IPM program.
- Instituted best practice standards for documentation and care of collections. Maintained paper and electronic records of accession, cataloguing, condition, conservation and location of objects.

Head Registrar for Training, National Museum of Qatar

Oct 2010–Aug 2013

- Trained and supervised 9-person local staff in the routine care and maintenance of storage areas, completion of collections inventories, best practice housing and storage of artifacts, facilitation of access to the collections, while ensuring the security of the collection.
- Executive team member working with multiple stakeholders requiring information and access to collections (concurrently being catalogued and rehoused) in the interpretive planning and design development of the new National Museum.

Tiffany & Co., Parsippany, New Jersey USA

Archives Manager of Collections and Registrar

Mar 2005–Feb 2009

- Instituted the physical care and maintenance plan of 3000-piece decorative arts collection.
- Provided full scope of registration support for the exhibition *Bejewelled by Tiffany* that toured London, Tokyo, Seoul, and Busan (2006-09).
- Negotiated active international and domestic loan program including insurance, exhibition scheduling, couriers, shipping and fees. Drafted and executed loan agreements and served as main liaison between company and borrowers during exhibition loans.
- Provided museum standards of care for artifacts temporary installed in a commercial, retail setting, including mount preparation and shipping to stores.
- Supervised the dissemination of exhibition information (object information, photographs, label copy, and exhibition schedule) to other departments.

Smithsonian Institution, National Museum of the American Indian, Bronx, New York USA

Assistant Collections Move Coordinator, Registration and Data

Oct 1999–Jun 2004

- Organized, scheduled and supervised the packing and transportation of 800,000 ethnographic and archaeological objects moved from New York to Maryland.
- Worked with complex, often competing, intra-departmental needs and personalities to identify and implement object move schedule, maximizing efficiency and safety.
- Scheduled staff to retrieve objects, maximizing speed and efficiency while assuring safety of staff and collections.

- Developed and implemented procedures and training guidelines for Registration functions.
- Developed and performed new employee department orientation and operational training.
- Scheduled trucks for transport of objects in accordance to established procedures and recommended improvements as appropriate. Scheduled security and staff escort for object transportation. Assured all paperwork associated with transport was complete.

PROFESSIONAL PAPERS AND PRESENTATIONS

Association of Registrars and Collections Specialists, Annual Meeting, 2013, panelist
 American Association of Museum, Annual Meeting, 2009, panelist
 Mid-Atlantic Association of Museums, Annual Meeting, 2007, panelist
 American Association of Museums, Annual Meeting, 2004, panelist
 Society for the Preservation of Natural History Collections, Annual Meeting, 2003, co-author
 African American Association of Museums, Annual Meeting, 1998, panelist

EDUCATION AND CERTIFICATIONS

Certified Urban Naturalist, New York Botanical Garden, 2019
 Bachelor of Science, Anthropology, Vanderbilt University, 1994

COMMUNITY ENGAGEMENT

NY/NJ BAYKEEPERS, Eco-Volunteer, oyster monitoring in Soundview, Bronx
 NEW YORK CITY BRID ALLIANCE, Volunteer, horseshoe crab monitoring and bird migration monitor
 CITY HARVEST, Mobile Market Volunteer, South Bronx