

Brittany Minton

Consulting Registrar

Cardinal Point Collections Consulting, LLC

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United States

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Skills

Experienced, efficient, and energetic professional highly skilled in all areas of museum registration, collections stewardship, documentation, and exhibitions. Focused on use of technology and systems to execute projects and provide access to collections material for global and diverse audiences. Extensive experience in training, onboarding and professional development in accordance with industry standards and best practices.

Experience

Cardinal Point Collections Consulting, LLC / Salem, MA

OWNER/REGISTRAR / 2024-PRESENT

- Revised and improved MS Access exhibition database for use by a private firm to manage exhibition projects, configured fields and reports to client specifications, and developed a field guide and user manual.
- Compiled, standardized and formatted Registration Department procedure manual for an institutional client. Compared and ensured procedures covered in the manual were in alignment with institutional Collections Management Policy and industry best practices.
- Safely packed and oversaw transport of a private collection of antiques and artifacts across the country.

Peabody Essex Museum / Salem, MA

HEAD REGISTRAR / 2018-2023

REGISTRAR FOR EXHIBITIONS / 2015-2018

ASSOCIATE REGISTRAR FOR EXHIBITIONS / 2013-2015

- Managed all aspects of the Registration Department, including policy and procedure, systems and spaces, budget and insurance, recruiting, onboarding, and professional development.
- Supervised eight staff members, including registrars assigned to Acquisitions, Loans, Exhibitions, Rights & Reproductions, and Collections Systems.
- Spearheaded and directed two major system migrations (CMS and DAMS) to improve digitization, preservation and access initiatives.
- Implemented and oversaw TSA Certified Cargo Screening program
- Streamlined policies, procedures and standards of care for several of the museum's historic properties, including Yin Yu Tang, a Chinese house.
- Coordinated over 30 on-site and traveling exhibitions, including co-organizations, international tours, indemnified exhibitions, artist commissions and public installations.
- Collaborated with executive leadership and department heads to ensure institutional initiatives were achieved in accordance with the Collections Management Policy as well as industry standards and best practices.
- Reconfigured and expanded MS Access exhibition database to accommodate additional complexities of PEM program, utilized by exhibition registrars until implementation of institutional CMS in 2023.

Indianapolis Museum of Art / Indianapolis, IN

REGISTRAR FOR EXHIBITIONS / 2011-2013

ASSOCIATE REGISTRAR FOR EXHIBITIONS / 2009-2011

ASSISTANT REGISTRAR FOR EXHIBITIONS (CONTRACT) / 2008-2009

- Oversaw exhibitions, including contracts and agreements, insurance and indemnity, budget and tour reconciliation, packing and shipping, courier arrangements, installation and deinstallation coordination, condition report preparation, object documentation and record-keeping.
- Designed and built an exhibition-specific database in MS Access to generate correspondence, reports and checklists for complex projects
- Established Rotations and Reinstallations policies and procedures.
- Assisted in compliance with TSA policies and regulations, including monthly reporting, cargo screening, preparation of paperwork, and retention of records.
- Assisted with updating and maintaining departmental forms, procedures, policies and schedules.
- Accompanied loaned artwork and traveling exhibitions as a courier domestically and internationally on over 50 occasions. Supervised Assistant Registrar along with interns and volunteers.

Education

Indiana University / Master of Arts / Art History

SEPTEMBER 2007 - DECEMBER 2008, BLOOMINGTON, IN

Wittenberg University / Bachelor of Arts / Art History

SEPTEMBER 1999 - MAY 2003, SPRINGFIELD, OH

Technical Proficiencies

Microsoft Office Suite, especially Excel and Access

Collection Management data systems including MuseumPlus, Argus, KE eMu, Filemaker, and TMS

Digital Asset Management systems including Piction and NetX

Adobe Acrobat & Creative Suite, Sketchup

Dropbox, PDF Expert, Artichex and other commonly used condition reporting software

Communications applications and tools including Zoom, Meet, Teams, WhatsApp, WeChat, and Viber

Finance and accounting software such as SAP Concur and ADP

Team coordination and project management applications like monday.com and Asana