

Zara Wilcox

Museum Registrar, Exhibition Registration

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📍 Tacoma, WA 98402

STRENGTHS

- ♥️ **Loan Documentation**
Built complete loan files with agreements, receipts, insurance records, correspondence, and release forms. Lenders received clear answers.
- ♥️ **Object Care**
Condition reports, housing reviews, and conservation coordination guided safer decisions. Colleagues sought help with difficult objects.
- 📅 **Exhibition Coordination**
Kept seven to nine annual exhibitions moving through schedules and handoffs. Teams valued dependable deadline follow through.
- 📄 **Records Accuracy**
Reconciled database and paper records before installation and return. Small corrections prevented larger tracking problems later.
- 👥 **Team Training**
Trained interns through cataloging and handling tasks. Practical review gave new staff confidence and steadier records.

SKILLS

- Museum registration
- Exhibition management
- Loan processing Cataloging
- Object documentation
- Condition reporting
- Database management
- FileMaker Pro Adobe Acrobat
- Collections care
- Environmental monitoring
- Pest management

SUMMARY

Museum Registrar with seven years of progressive experience supporting rotating exhibitions, collection loans, **object documentation**, **condition reporting**, and fine art logistics. Coordinates exhibition schedules, lender records, insurance documentation, packing, shipping, storage, environmental monitoring, gallery inspections, and return processes across multidisciplinary museum teams. Applies practical knowledge of object care, classification, security, pest management, risk management, conservation coordination, and computerized registration systems. Uses **FileMaker Pro**, Adobe Acrobat, **database management** tools, and manual records to maintain accurate documentation and clear audit trails. Trusted by lenders, conservators, preparators, designers, vendors, and public facing colleagues to resolve handling issues, protect valuable objects, and meet production deadlines. Provides intern training and supports safe, organized exhibition operations from initial loan documentation through deinstallation and return.

EXPERIENCE

Museum Registrar

Northwest Heritage Museum 📅 July 2024 - Present 📍 Tacoma, WA

- Owns registration planning for a rotating exhibition portfolio, coordinating loans, object care, shipping, storage, records, and intern training while keeping deadlines and stewardship standards aligned.
- Scheduled seven to nine exhibitions annually, aligning lender, installation, and **deinstallation** milestones.
 - Administered FileMaker Pro loans, creating agreements, receipts, **insurance records**, and complete audit trails.
 - Coordinated receiving and **condition reporting**, routing **conservation** reviews before display or temporary storage.
 - Planned fine art packing, crating, courier movement, and secure shipment receipt with specialized handlers.
 - Monitored storage and gallery conditions, escalating pest, seismic, cleanliness, and **loss prevention** risks.
 - Trained **registration interns** on cataloging, object handling, PDF documentation, and records filing.

Associate Registrar

Cascade Museum of Art and Culture 📅 January 2022 - June 2024 📍 Olympia, WA

- Coordinated concurrent art and cultural history exhibitions, maintaining loan, collection, movement, condition, and lender documentation across curatorial, conservation, preparation, and design teams.
- Translated curatorial selections into loan, insurance, condition, and movement documentation for exhibitions.
 - Reconciled computerized and manual records before installation and after object returns.
 - Prepared condition reports with conservators and photographers, documenting object state and packaging details.
 - Scheduled temporary **storage**, approved housing materials, environmental checks, and secure internal movement.
 - Verified identities, **containerization**, handling sequences, and shipment releases during packing and deinstallation.
 - Produced **Adobe Acrobat** document packages that clarified approvals for lenders and internal teams.

Registration Assistant

Puget Sound History Center 📅 October 2019 - December 2021 📍 Seattle, WA

Supported temporary exhibitions and collection rotations through accurate records, object handling, environmental checks, shipment files, and coordination with curatorial, preparation, design, and visitor facing staff.

Security procedures

Risk management Intern training

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Museum Registrar at Northwest Heritage Museum (2.2 Years)

● Associate Registrar at Cascade Museum of Art and Culture (2.4 Years)

● Registration Assistant at Puget Sound History Center (2.2 Years)

● Collections and Registration Technician at Washington Cultural Collections Project (3 Months)

- Prepared object records, loan files, checklists, labels, and location updates under registrar review.
- Validated **FileMaker Pro** data, resolving duplicate or incomplete records against approved source documents.
- Recorded gallery inspections and environmental readings, routing object care concerns to conservation contacts.
- Prepared archival housing materials and object tags for secure temporary storage.
- Checked packing lists, receipt details, condition materials, and shipment files for incoming objects.
- Coordinated schedules with curatorial, preparation, design, and visitor facing staff.

Collections and Registration Technician

Washington Cultural Collections Project 📅 June 2019 - September 2019 📍 Seattle, WA

Completed a supervised collections documentation project involving object identification, location verification, database fields, archival rehousing, condition checks, and record review for registration staff.

- Standardized object identification, location verification, photography references, and database fields.
- Rehoused historical objects with approved archival materials, improving retrieval and handling consistency.
- Reviewed accession and loan files against computerized records, flagging gaps for registrar follow up.
- Supported condition checks and safe cart based movement during storage reorganization.
- Created **Adobe Acrobat** reference packets from approved records for collection inventory use.
- Presented unresolved record issues and follow up priorities to registration and collections staff.

PROJECTS

Regional Exhibition Loan Inventory 📅 2023

Reconciled exhibition loan records across participating museums, linking object lists, condition documentation, shipment details, and return records into clear registration files.

Collections Storage Rehousing Review 📅 2020

Reviewed small historical object storage, applied approved archival materials, verified locations, and documented handling needs for more consistent retrieval.

LEADERSHIP & AWARDS

- Recognized by museum leadership for dependable coordination of complex exhibition loan schedules and deadline sensitive registration work.
- Selected to train registration interns on cataloging, object handling, PDF documentation, and records filing practices.
- Entrusted with valuable artwork transit, shipment security, condition documentation, and lender communication across active exhibitions.

EDUCATION

Master of Arts in Museum Studies

University of Washington 🎓 GPA: 4.0 📅 2019 📍 Seattle, WA

Coursework: Museum registration, collections care, exhibition management, conservation documentation

Bachelor of Arts in Art History

Western Washington University 🎓 GPA: 4.0 📅 2017 📍 Bellingham, WA

Coursework: Art history, museum studies, object classification, collection documentation

CERTIFICATIONS

- FileMaker Pro Registration Systems Training 📅 2024
- Museum Object Care and Handling Training 📅 2023

TECHNICAL SKILLS

- **Registration Systems:** FileMaker Pro, computerized registration systems, manual records
- **Document Management:** Adobe Acrobat, PDF packages, document filing
- **Loan Administration:** Loan agreements, receipt forms, release forms
- **Collections Records:** Object lists, catalog records, location records
- **Object Care:** Condition reporting, conservation review, object classification
- **Fine Art Logistics:** Packing, crating, shipping
- **Transport Security:** Containerization, courier movement, shipment security
- **Storage Management:** Temporary housing, archival materials, storage tagging
- **Environmental Care:** Environmental monitoring, pest management, cleanliness
- **Risk Controls:** Security procedures, seismic protection, loss prevention
- **Exhibition Operations:** Installation, deinstallation, gallery inspections
- **Stakeholder Coordination:** Lender correspondence, vendor coordination, intern supervision

PROFESSIONAL AFFILIATIONS

- Museum registration colleagues, conservation teams, exhibition designers, preparators, and curatorial staff.
- Lenders, museums, art handlers, vendors, photographers, facilities teams, volunteers, and public facing colleagues.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST