

Brandi Pomfret

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Work Experience:

-Echelon Arts Management, London, UK and New York, USA

Owner. Collections and Exhibitions Manager and Registrar – 2/2015-current

Work executed for: Victoria and Albert Museum, Tate, Dulwich Picture Gallery, Art UK, Turner Contemporary, Crown Fine Art, Guggenheim Museum, New Museum, Neue Galerie, Boxart, Atelier 4, Tim Burton Productions, confidential private clients, et al.

- Prepare and complete condition reports for artworks across a variety of mediums
- Manage installation and de-installation of artworks in all locations whether they be private residences, storage units, or onsite in large institutions
- Review, execute and advise on facility reports, loan and purchase agreements, government indemnity applications, and casing and handling specifications
- Domestic and International courier services during transit and installation of high-value and fragile artworks and large-scale exhibitions
- Coordinate with and appoint crating, shipping and rigging companies as required for collections, exhibitions, art fairs, and loans of art
- Exhibition management for local and touring exhibitions including arranging shipments, insurance, casing, design, couriers, and all associated paperwork and contracts

-The National Gallery, Trafalgar Square, London WC2N5DN, UK

Collection Registrar, Maternity Cover – 11/2016-11/2017

- Negotiate and agree terms and conditions of loans covering security, liability, insurance/indemnity, transport, display, costs etc.
- Manage appropriate indemnity or insurance cover for loans out, loans in to the Collection and temporary deposits in consultation with borrowers, lenders, curators, commercial insurers and administrators for the UK and other Government Indemnity schemes.
- Assess borrowers' facilities and arrangements for security, transport, packing, handling and display and negotiate Gallery's requirements working closely with NG conservators, NG art handlers, borrowers and National Security Advisor as required.
- Coordinate and oversee arrangements for NG couriers travelling with NG loans. Brief NG couriers; provide support and advice as necessary throughout the courier trip. Solve problems through negotiation; prioritising care of the works of art. Undertake duties as courier both domestically and internationally

-The Museum of Modern Art, 11 West 53rd St, NY, NY 10019, USA

Registrar: Painting and Sculpture – 11/2007-12/2015

- Registrar for Painting and Sculpture and Media and Performance Art collections, responsible for condition checking, packing, shipping, and overseeing installation of all works within collection, including those being temporarily deposited for study, display, or acquisition.
- Balancing large scale museum installations and exhibitions along with incoming acquisitions, deaccessions, overseeing weekly gallery changes, and day-to-day activities
- Responsible for couriering and overseeing installation of high value works and full touring exhibitions both domestically and internationally
- Numerous assignments as Registrar on outgoing loans, incoming loan exhibitions, and multi-department collection exhibitions within the museum
- Registrar for Collection-based task force working to maintain TMS database accuracy and efficiency
- Coordinating installation details among museum staff as well as hiring outside companies for conservation work, rigging and other needs as they arise.
- Managing large budgets for exhibitions and collections in accordance with museum standards

-Jonathan LeVine Gallery, 529 West 20th St, NY, NY 10011, USA

Registrar, Sales Manager, Assistant Director– 01/2005-11/2007

- Implemented and maintained Artsystem software for accurate artwork tracking
- Responsible for planning and executing exhibitions including organizing shipping logistics, hiring temporary staff, photography, mailings, website updating, condition checking, sales
- Created and reviewed loan agreements between galleries and artists, sales receipts, and exclusivity contracts
- Worked in person, via email, and phone on selling current artworks as well as those available on the secondary market

-Stefan Stux Gallery, 530 W 25th St, NY, NY 10001, USA

Registrar, Gallery Manager - 2004-2005

- Implemented and maintained ArtBase database software for accurate artwork tracking
- Responsible for overseeing all packing and shipping of works in and out of gallery including executing full condition reports
- Create and review loan agreements, consignments, invoices and releases
- Book all travel including flights, hotels, and creating itineraries and balancing a budget for owner work-related travel

-Boca Raton Museum of Art, 51 Plaza Real, Boca Raton, FL 33432, USA

Acting Registrar, Assistant to Chief Curator - 2003

- Catalogued and re-organized storage for permanent collection, especially focused on maintaining inventory and proper cataloguing of Pre-Columbian Art Collection
- Performed daily gallery checks and reported on changes in condition
- Responsible for installing and de-installing exhibitions including shipping, condition checking, and processing of related incoming and outgoing loan paperwork
- Research on current museum holdings as well as handling all image requests

Education:

-Northumbria University, Newcastle, UK – 09/2018 – current

Masters in Preventive Conservation

-Florida Atlantic University, Boca Raton, FL – 9/2000-12/2003

Degrees received: AA Art History, BA Art History

- Coursework included extensive art history training from a minimum of nine different periods in the history of art, studio courses from a minimum of three different mediums
- Thesis coursework in Modern and Contemporary Art
- Additional substantial coursework in English, Communications and Psychology
- Dean's List: Fall 2001, Spring 2002, Fall 2002, Spring 2003, Fall 2003
- President's List: Spring 2002, Fall 2003
- University Honors Program Historian Fall 2000, Graduate Spring 2002

-New York University, New York, NY – Spring 2011, Summer 2002, Spring & Fall 2012

- School of Continuing and Professional Studies in Accelerated French
- Courses on Contemporary Art and Museum studies from Certificate program

-Conference presentations:

- ARCS, New Orleans 2015 - *Acquiring, Exhibiting, and Caring for Contemporary Art Installations* highlighting changes in art and the related complications Registrars face as a result
- UK Registrars Group, London, 2018 - *Buzz, bubble, and stir: a recipe for trouble* Highlighting experiences with complicated Contemporary artworks and exhibitions
- European Registrars Conference, London 2018 - *The Registrar in the 21st Century*

Applications/Proficiencies:

Microsoft Word, Excel, Outlook, Photoshop, Powerpoint, TMS Collection Database, Filemaker Pro, Artsystem, ArtBase, and other Mac and PC based programs. Typing 90 wpm.
Dual US/UK Citizen