

Brandi Pomfret

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Work Experience:

-Echelon Arts Management

Owner. Freelance Registrar and Collection Manager – 2/2015-current

- Execute condition reports for artworks across all mediums
- Review and advise on facility reports, loan and purchase agreements, indemnity applications, and all associated contracts
- Domestic and International courier services during transit and installation of high-value, fragile artworks and large-scale exhibitions
- Coordinate with crating, shipping, and rigging companies regarding specifics relating to collections and loans of art

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

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

- Registrar for Painting and Sculpture curatorial department, responsible for condition checking, packing, shipping, and overseeing installation of all works within collection, including being temporarily deposited for study, display, or acquisition.
- Balancing large scale museum installations 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 exhibitions 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

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 hiring temporary staff, photography, mailings, website updating, condition checking, sales, etc
- 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

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
- 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

Work Experience Continued:

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

Acting Registrar, Assistant to Chief Curator - 2004

- 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 image requests

Education:

-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 at least nine different periods in the history of art, studio courses from at least three different mediums
- Thesis coursework in Contemporary Art
- Additional substantial coursework 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
- Focus on Contemporary Art and Museum studies

Applications/Proficiencies:

Microsoft Word, Excel, Outlook, Photoshop, Powerpoint, ArtySystem, ArtBase, TMS Collection Database, and other Mac and PC based programs. Typing 90 wpm.