

JENNIFER PAYAN

• (323) 270-7263 • payanjennifer9@gmail.com • www.linkedin.com/in/jennifer-payan •

ABOUT ME

Jennifer Payan (she/her) is an interdisciplinary artist and emerging arts professional based in East Los Angeles. In 2023, she plans to participate in the Benton Museum of Art's AllPaper Seminar, a program designed to introduce emerging professionals of diverse backgrounds to the field of works on paper (prints, drawings, and photographs).

EDUCATION

2020 - 2022

University of California, Los Angeles

Bachelor of Arts, Art History

2016 - 2020

Pasadena City College

Associate in Arts-Transfer, Art History and Studio Art

Associate in Arts, Humanities and Social & Behavioral Science

EXPERIENCE

Academy of Motion Picture Arts and Sciences

Awards Collection Archival Intern, September 20-December 23, 2022

- Verified and described content in the Academy's data management system, Axiell Collections.
- Viewed and compared files and videotapes using various standard-definition videotape decks.
- Worked with Curator to address other cataloguing issues.

Los Angeles County Museum of Art

Registration and Collections Information Intern, September 1- December 15, 2022

- Updated The Museum System (TMS) database with courier information, lender requirements, and crate information.
- Created incoming/outgoing exhibition crate labels and install/deinstall object tags.
- Created a prep checklist for future exhibitions.
- Conducted gallery inventories and update gallery locations in TMS.
- Shadowed and supported Exhibition Registrars during exhibition installations and deinstallations.

Andrew W. Mellon Curatorial Summer Academy, June 16, 2019-June 21, 2019

- Co-curated a virtual photographic exhibition from the Majorie and Leonard Vernon collection.
- Researched artists and artworks, wrote gallery text and object labels and planned public programs.

Resources Center of the Autry Museum of the American West

Library Page, July 2022-Present

- Works with the Reference team to retrieve and shelve collection items related to internal and external research requests.
- Assists with the collections management responsibilities related to the tracking, preservation, barcoding, inventorying, condition inspecting and processing of library and archive materials.
- Determine appropriate housing for collection materials, rehouse collections, and practice collection care principles.
- Assists in fulfilling internal and external reproduction and digitization requests.

Women in Archives Workshops, January 2020-June 2020

- Introduced to cataloguing, condition analysis of archival and historical material, conserving archival and historical material, interpreting archival material and working with primary source materials.
- Completed a finding aide, learned how to handle works on paper, and contributed material that was included in the Women in the Archives exhibition at the Autry Museum of the American West.

Visual Communications

Archives Program Associate, September 1, 2020-March 1, 2021

- Worked on the preservation and digitization of archival contents from the VC Archives particularly from the Japanese-American collection that reflects Asian Pacific histories, movements, and experiences.
- Curated a virtual exhibition on Historypin, wrote exhibition summary and captions.

Vincent Price Art Museum

Museum Guide, August 27, 2021-May 27, 2022

- Led tours of the museum's permanent collection and rotating exhibitions.
- Monitored the museum's seven gallery spaces, front desk, and lobby.
- Engaged with students and the general public to answer questions and provide information about the objects on view.
- Provided exceptional customer service by greeting visitors and ensured all guests had proper access.

Curatorial and Collections Intern, June 14, 2021-August 20, 2021

- Provided general curatorial and collections management support.
- Drafted text for didactic labels and briefs for the exhibition *Liquid Light*.
- Updated condition reports, ensured proper documentation and record-keeping for the exhibition *Laura Aguilar: Show and Tell* exhibition.
- Conducted interviews with artists Kang Seung Lee, Alice Wang, Raul Baltazar, and Judithe Hernandez.
- Conducted research of artists, collections, and updated bibliographies for *Sonic Terrains in Latinx Art*.

UCLA Chicano Studies Research Center

Undergraduate Student Researcher, January 24, 2022-August 26, 2022

- Processed and condition inspected archival materials from cultural heritage collections.
- Rehoused and relabeled folders from the Cyclona and Gronk archives.

Archival Preservation and Research Intern, June 15, 2020-August 31, 2020

- Introduced to archival principles and theory; processing art archives and cultural heritage collections; research and description for art objects; digital preservation and access; and other museum activities the CSRC performs to manage and provide access to their art collections.
- Focused on the role research and preservation in developing access, outreach, and user engagement for exhibitions.
- Researched objects in Gronk Paper archives and wrote descriptions in ArchivesSpace and Omeka.

Self Help Graphics & Art

Teaching Artist Assistant, January 19, 2019-Present

- Facilitate mobile workshops in areas of printmaking, such as silkscreening, linocut, drypoint and monotype, among others.
- Setting up classroom/workshop space, materials and supplies for Teaching Artists; assisting Teaching Artists with supervision of children during classes; cleaning up classroom/workshop space at conclusion of class.
- Trained on peer-to-peer workshop facilitation, professional development, and social entrepreneurship.

Documentation and Archives Intern, June 24, 2018-August 2018

- Digitized, handled and organized Self Help Graphics & Art's (SHG) serigraph collection.
- Updated catalogue information to SHG's inventory and archive database.
- Assisted staff with updating the website in preparation for Self Help Graphics & Art's Annual Print Fair.
- Gained skills in archiving, digitizing, and researching print inventory for database, website and Annual Print Fair.

SKILLS

- Strong interpersonal skills, attention to detail and organization.
- Proficient user of The Museum System (TMS), Axiell Rosebud, Axiell Mimsy and ArchivesSpace.
- Advanced training in handling artwork, works on paper, film and photographic materials.
- Advanced training in digitization photographic materials, works on paper and archival materials.
- Advanced user of Microsoft Office Suite and Google Workspace.