

Heather Knudson

Email: knudsh@uw.edu

Phone: (816) 516-1522

Web: www.linkedin.com/in/heatherknudson

EDUCATION

- Pursuing MA in Museology // University of Washington, Seattle, WA // September 2017- June 2019
- BA in Anthropology and Spanish, Cum Laude // Trinity University, San Antonio, TX // August 2011–May 2015
- Study Abroad: IES Abroad, Santiago, Chile // July 2013–December 2013

EXPERIENCE

Collections & Packing Assistant, Burke Museum, Archaeology Department // January 2018–Present

- Build custom archival boxes for highly delicate objects in the archaeology collection
- Photograph, barcode, label, and prepare boxes for their move to the Burke's new building
- Create detailed condition reports for objects & update catalog records

Assistant Director, Cinnabar Gallery // June 2015–June 2017

- Managed all installations, de-installations, and shipping of artwork
- Coordinated with artists to determine prices and drew up consignment forms for them
- Maintained gallery's art inventory, social media accounts, website, mailing list, and filing system
- Established the practice of creating art catalogs for clients and created a standard template for them
- Planned gallery receptions by designing invitations, writing press releases, and ordering refreshments
- Developed relationships with clients through networking events, email, and gallery receptions
- Planned and oversaw eight consecutive art exhibitions from beginning to end
- Curated, organized, and installed one of those exhibitions single-handedly

Intern, San Antonio Museum of Art, Latin American Art Department // September 2014–May 2015

- Researched hundreds of uncatalogued artifacts and created catalog records & files for them
- Re-organized department file system to create more room for catalog records and less clutter
- Assisted the Curator with developing upcoming exhibitions

RELEVANT COURSEWORK

Preservation & Management of Collections // September 2017-December 2017

Archaeology Collections Lab // September 2017-December 2017

Preservation of Collections II // January 2018-March 2018

Database Concepts // March 2018-June 2018 (Upcoming)

AWARDS & MEMBERSHIPS

- Lambda Alpha National Anthropology Honor Society // January 2015–Present
- Gamma Sigma Alpha National Academic Greek Honor Society // October 2014–Present
- Trinity University Dean's List, 5 out of 7 possible semesters // August 2011–May 2015

SKILLS

- Custom box building and map re-housing
- Cataloguing, condition reporting, and accessioning collections
- Oddy testing
- Photography of museum collections
- Data collection and analysis in anthropology and museum evaluation projects
- Experienced with preparing museum collections for a move
- Microsoft Office Suite, Photoshop, and InDesign
- Excellent organizational and communication skills
- Familiar with domestic and international shipping procedures