

MADELINE OHAUS

EXHIBITS AND LOANS
REGISTRATION ASSISTANT

CONTACT INFORMATION

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SUMMARY

I am an emerging museum professional specializing in collections, registration, curation, and education. I recently completed my Master's of Arts in Anthropology with a concentration in Museum and Heritage Studies at the University of Denver. My thesis focused on LGBTQ+ representation within museum collections and exhibits. I currently work part-time as a Registration Assistant at the Denver Art Museum. In this role, I work closely with the Traveling Exhibits and Loan Registrars to ensure objects are correctly cataloged and ready for display or travel. In my career, I strive to make museum collections and exhibitions inclusive and accessible for underrepresented populations.

EDUCATION

University of Denver

Anthropology MA
Concentration in Museum and Heritage Studies
GPA: 4.0

University of Colorado Boulder

Anthropology BA
Concentration in Archaeology

RELEVANT SKILLS

- Artifact Handling and Interpretation
- Argus Database
- ArchiveSpace + Alma
- Museum Registration Methods
- Cataloging + Archival Processing
- Artifact Research
- Historical Research
- Condition Reporting
- Community Outreach
- Education and Facilitation
- Curriculum Development
- Customer Service

EMPLOYMENT HISTORY

Registration Assistant

Denver Art Museum, July 2022 - Present

- Assist with coordinating art shipments, including packing and arrangements, insurance coverage, and associated documentation
- Unpack, pack, catalog, condition, and move artwork
- Physically number, generate tags and barcode IDs, and rehouse incoming artworks
- Prepare registration documentation (receipts, condition reports, loan agreements, etc.)
- Undertake data entry and reporting on Argus collections database
- Maintain object files and records and work on collections research and cataloging projects
- Execute condition documentation photography in digitized formats
- Assist with collection inventories and storage moves
- Oversee access to and appointments in the Registrar's artwork-holding area
- Assist with file and records room projects, including archival file organization, rehousing, and clean up
- Schedule and oversee courier appointments both in person and virtually

Archival Processing Assistant

The Dance Archive, August 2021 - July 2022

- Executed cataloging and archival processing (arrangement, description, preservation, and re-housing) for collections in multiple formats
- Sorted, shelved, retrieved, and maintained rare and/or specifically collected books/publications and non-circulating materials housed in Special Collections
- Developed descriptive metadata for archival materials, and searched for these materials to meet processing, reference, and institutional needs
- Created and updated digital records for collections within ArchivesSpace
- Identified materials in need of repair and conservation
- Transcribed oral histories for the Living Legends of Dance series
- Conducted inventory and relabeling projects

Curatorial Services and Collections Access Intern

History Colorado Center, October 2020 - August 2021

- Interned two days a week with Curatorial Services & Collections Access
- Solicited, processed, and cataloged donations to build the LGBTQ+ collections
- Conducted, indexed, and researched oral histories relating to Colorado's LGBTQ+ history
- Curated a registration window exhibit on LGBTQ+ history
- Inventoried artifacts and updated catalog records to be deaccessioned
- Utilized Argus software to update and create new records for artifacts within the collection
- Scanned and digitized accession ledgers from the 1900s to make them accessible for crowdsourcing projects

Guest Services Agent

History Colorado Center, August 2020 - August 2021

- Responded to inquiries regarding scheduling museum visits, group tours, programs, and lectures
- Organized, tracked, and prepared membership materials
- Provided troubleshooting and maintenance on museum audio-visual technologies, including televisions, projectors, and computers
- Trained, managed, and worked alongside volunteers at the front desk and host positions
- Served as a representative of the museum, utilizing professional and academic knowledge of collections, exhibits, and state history to address guest questions
- Oversaw on-exhibit artifacts, ensuring an ideal environment for collections by thorough attention to detail and reporting on conditions and conservation needs
- Executed admission and gift store sales through the point-of-sale system
- Assisted in building and preparing exhibit spaces and aided with the installation and de-installation of artifacts

EMPLOYMENT HISTORY CONTINUED

After School Program Lead

History Colorado Center, August 2019 - August 2020

- Facilitated after school enrichment program
- Recruited and registered students
- Collaborated with other staff members to plan lessons
- Created a space of belonging so students from varied social, cultural, ethnic, and economic backgrounds were represented and had a voice in the activities
- Ensured program met standards, that all materials were prepared for each day's program, and safety regulations were being followed
- Assisted with the evaluation of the program
- Was an ambassador for History Colorado outside the museum walls and served as a positive role model for students

Cultural Resources Field Technician

SWCA Environmental Consultants, March 2019 - July 2019

- Conducted pedestrian and shovel test surveys
- Worked 10-12 hour days six days a week in the field, carrying heavy equipment and hiking long distances
- Identified both prehistoric and historical artifacts on the surface and within excavated soil
- Worked with TerraSync application on Trimble unit
- Completed comprehensive reports on daily work, including shovel test and artifact descriptions, geographical and environmental logs, and photographic records
- Worked with landowners to communicate the purpose of the work and engage their cooperation
- Washed and prepared artifacts for lab analysis

Youth Enrichment Specialist

Boys and Girls Club of Metro Denver, October 2018 - March 2019

- Planned and facilitated enrichment classes for students
- Planned and led afterschool activities with a focus on character, leadership, academics, and healthy lifestyles
- Maintained collaborative partnerships with the school leaders, key stakeholders, and program partners
- Organized and executed community events such as dinners, volunteer events, family nights, and field trips
- Assisted in the purchasing of materials and supplies, maintaining budgets and inventory

Teen Science Scholar Program Assistant

Denver Museum of Nature and Science, June 2018 - August 2018

- Supported interns involved in the program in any capacity necessary, both on-site and off-site
- Participated in chaperoning multiple full-day field trips
- Ensured basic care and provided academic, social, and emotional support to the interns
- Led and assisted with programs that engaged participants
- Worked to educate interns in the field of archaeology at the Magic Mountain site and museum anthropology within DMNS collections
- Coordinated intern schedules and associated events
- Worked with other departments to make sure operations ran smoothly