

# JENNIFER PAYAN

+323-270-7263 · payanjennifer9@gmail.com · Los Angeles, CA

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## EDUCATION

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### San Jose State University

(2023 - in progress)

Master of Library & Information Science

### University of California, Los Angeles

(2020 - 2022)

Bachelor of Arts, Art History

### Pasadena City College

(2016- 2020)

Associate in Arts, Art History & Studio Art

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## PROFESSIONAL EXPERIENCE

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### Curatorial Assistant

Los Angeles Municipal Art Gallery, Department of Cultural Affairs

May 2023 - Present

- Provides exhibition-related administrative support including registration, correspondence, scheduling, and filing.
- Assists with preparing, organizing, and maintaining records on artwork loans and related paperwork such as exhibition checklists, loan agreements, and condition reports.
- Assists in coordinating and communicating with exhibition artists, lenders, and staff regarding artwork loans, installation, and general exhibition and/or programming-related information.
- Provides writing and proofing assistance for all interpretive texts, print, and digital materials.
- Coordinates exhibition and related programming documentation.
- Assists with exhibitions research, archive research, and facilitating archive and research requests.

### Temporary Assistant Registrar, Loans and Exhibitions

Academy Museum of Motion Pictures

July 2024- March 2025

- Assisted with aspects of loans and exhibition registration, coordination, installation, shipping, and documentation.
- Assisted with logistics for loans and traveling exhibitions, including but not limited to handling, shipping, preparation, and condition reporting.
- Ensured proper documentation and record-keeping for loans and exhibitions including but not limited to inbound and outbound paperwork, receipts, and condition reports.
- Assisted with maintaining workflow and schedule in collaboration with other departments to ensure loans and exhibitions were delivered, installed, or returned as planned.
- Identified and anticipated potential issues and communicated information with Registrars.
- Assisted with art handling and exhibition preparation of loan objects including installation, de-installation, transportation, unpacking, and packing of crates and other movement.
- Supervised filming and photography of objects or galleries as needed.
- Assisted with maintaining record-keeping systems and procedures set forth by Registration and Collection Management.

### Library Pager

Autry Museum of the American West

July 2022- May 2024

- Retrieved and shelved collection items related to internal and external research requests.
- Assisted in fulfilling internal and external reproduction and digitization requests.
- Assisted with the collections management responsibilities related to the tracking, preservation, barcoding, and processing of library and archive material.
- Monitored and enforced researcher policies in the reading room.
- Prepared library and archive materials for freezing, assisted with vacuuming and conservation checks on materials that cannot be frozen, and followed Integrated Pest Management recommendations.
- Entered descriptive data in the museum's archive management system, ArchivesSpace (ASpace) and Mimsy XG.
- Additional duties related to the day-to-day operations of the Libraries and Archives as requested, possibly including rehousing archival materials, data entry, unpacking and moving collections.

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## SKILLS & LANGUAGES

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**Languages & Other Software:** Conversational Spanish, WordPress, Asana, Microsoft Office Suite (Excel, Word, and Powerpoint,) Slack, Constant Contact, Eventbrite, AirTable, Google Drive

**Database Management Systems:** Axiell Collections, TMS, Mimsy XG, ArchivesSpace, CONTENTdm, EmbARK

**Design Software:** Adobe Creative Cloud (Lightroom, InDesign, Photoshop)