

JENNIFER PAYAN

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EDUCATION

San Jose State University 2023-2026
Master in Library and Information Science (MLIS)

University of California, Los Angeles 2020-2022
B.A. in Art History
Awards: Eugene Wurzel Award for Scholastic Excellence, Department of Art History

WORK EXPERIENCE

Los Angeles Municipal Art Gallery, Los Angeles, CA May 2023 - Present
Registrar

- Provide exhibition support, including registration, loan documentation, scheduling, and correspondence with artists, lenders, and staff.
- Coordinate shipping logistics and assist with archive and research requests.
- Conduct condition reporting and support installation/deinstallation.
- Providing support for the research and planning of exhibitions, including checklist management, writing of exhibition didactics and object labels.

Ellsworth Kelly Studio, Chatham, New York June 2025 - August 2025
Archives Intern

- Digitized documents and photographs, created descriptive metadata and ensured consistent file management.
- Supported development of the studio's artist monograph library by organizing materials, applied cataloging standards, and maintained records in LibraryThing/TinyCat.

Academy Museum of Motion Pictures, Los Angeles, CA July 2024 - March 2025
Temporary Assistant Registrar, Loans and Exhibitions

- Supported loans and exhibitions by supporting with documentation, shipping, handling, and condition reporting.
- Ensured accuracy of records, including inbound/outbound paperwork, receipts, and object locations.
- Assisted with art handling, installation/deinstallation, crate management, and supervised filming in galleries.

Autry Museum of the American West, Research Center, Los Angeles, CA July 2022 - May 2024
Library Pager

- Retrieved, tracked, and processed library and archival materials in support of collections management and research requests.
- Assessed and cleaned donated archival items following freezing treatments, and rehoused fragile materials for long-term preservation.
- Coordinated the safe movement of collection items, fulfilled digitization requests, and maintained accurate documentation.

SKILLS

Technical: Adobe Acrobat, Photoshop, InDesign, Microsoft Suite, The Museum System, Axiell Collections, Airtable, Embark, Mimsy XG; Languages: Spanish