

BAYLEE HUGHES

Denver Museum of Nature & Science (DMNS)

Anthropology Collections Department, 2001 Colorado Boulevard, Denver, Colorado 80205

EDUCATION

2019 M.S., Museum and Field Studies, University of Colorado, Boulder, Colorado

2016 B.A., Art History and Art Practices, University of Colorado, Boulder, Colorado

PROFESSIONAL EXPERIENCE

June 2019 – Present

Anthropology Collections Assistant, Research and Collections Division, Denver Museum of Nature and Science

- Prepare collections for move to a new space, focusing primarily on storage mount construction, collection rehousing, implementing existing design and construction techniques
- Oversee database record updates in Emu collections management system, including implementing new barcoding system, updating locations, updating catalog records and adding images
- Serve as team leader for collections volunteers recruited to assist with object rehousing and photography
- Some research of collections as directed by curators
- Ensure all preparation and move tasks follow established policies and procedures and meet required deadlines

January 2019 – May 2019

Collections Assistant, Anthropology Department, University of Colorado Museum of Natural History

- Inventoried 100+ objects in the Photography and Modern & Contemporary collections.
- Maintained information of collection using ARGUS management system.
- General gallery maintenance including object inspection and gallery cleaning.
- Completed pest management and environmental monitoring in exhibition and collections areas.
- Located, unpacked and prepared art objects in long-term storage for curatorial review.
- Researched objects using catalogs, artist notes, and donor files.
- Packed and unpacked objects for permanent off-site storage.
- Surveyed on-site storage areas for reorganization to ensure efficient use of space.
- Scanned and barcoded objects as they moved to off-site storage.
- Created mounts and rehoused delicate works.

February 2018 – May 2019

Cataloger, Visual Resources Center, University of Colorado at Boulder

- Cataloged 500+ works for the Rural Environments Archive, an online collection that documents the experiences and works produced by professors and students in the CU Boulder Field School.
- Maintained information of collection using LUNA digital asset management system.
- Curated a faculty and student photography exhibition, “Rural Environments Archive”.
- Created guides for research assistants who catalog images for online use.
- Assisted in developing the schema for the online archive.

May 2018 – September 2018

Collections Assistant, Paleontology Department, University of Colorado Museum of Natural History (CUMNH)

- Digitized 50+ specimens from the CUMNH Fossil Vertebrate Collection.
- Handled and photographed fragile specimens which resulted in higher quality images for faculty and students to use for future research.

May 2018 – August 2018

Collections Management Intern, Denver Art Museum

- Inventoried 100+ objects in the Photography and Modern & Contemporary collections.
- Maintained information of collection using ARGUS management system.
- General gallery maintenance including object inspection and gallery cleaning.
- Completed pest management and environmental monitoring in exhibition and collections areas.
- Located, unpacked and prepared art objects in long-term storage for curatorial review.
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May 2016 – August 2017

Art Collections Assistant and Guest Services Specialist, City of Thornton Arts and Culture Division, City of Thornton

- Maintained the city's art collection inventory.
- Used VUEWorks, a geographic information system to update public art locations and descriptions.
- Cataloged works from the city's public art collection.
- Set up and maintained local art exhibitions in the in-house gallery.
- Contacted and built professional relationships with local artists for future exhibitions, sales, and concerts.
- Organized two city sponsored programs that ran for the duration of 3 months that focused on early childhood entertainment and offering free concerts to Thornton residents.
- Assigned volunteers to appropriate participating city departments based on their volunteer needs.

May 2013 – May 2016

Museum Attendant, University of Colorado Art Museum

- Created tour materials for museum attendants to use.
- Monitored four galleries to ensure protection of artwork on view.
- Assisted visitors with information about the current exhibitions.
- Maintained working knowledge of the museum's exhibitions, products and services.
- Complied with established museum safety, health, and security policies.
- Volunteered in collections department, updated locations of artworks using ARGUS

June 2015 – October 2015

Gallery Host, Denver Art Museum

- Monitored gallery floors to ensure protection of artwork on view.
- Assisted visitors with information about the current exhibitions.
- Maintained working knowledge of the museum's exhibitions, products and services.
- Complied with established museum safety, health, and security policies.

PROFICIENCIES

- ARGUS Collections Management System
- Access Management System
- LUNA Digital Asset Management System
- Re:discovery Proficio
- Adobe Creative Suite
- VUEWorks