

# Terri Fox

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July 2017-Present

FREELANCE EXHIBITION COORDINATOR/PROJECT MANAGER

TerriFoxArtServices, principal

- **Multiple projects for the following Clients**

**David Rogers' Big Bugs**, Traveling Art Exhibit displayed in Public Gardens, Natural History Museum and Nature Centers across the US. Graphic package, Marketing content, courier, object preparation, packing/shipping logistics, on-site installation/de-installation, condition reporting.

**Shangri La Botanical Garden and Nature Center**, exhibition design, Graphic design

**Vanyer Productions**, Installation and graphics production

**Stark Museum of Art**, Exhibit planning, Graphic design and Lighting

*Paul Kane: Intrepid Adventurer, Longshadow, Cowboys of Color, Cowboy Legends and Life*

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July 2007 - July 2017, 10 yrs

Director of Exhibitions & Collections

Stark Museum of Art, Orange, TX

- **Collections/Exhibitions Manager** responsible for the management and care of the collection and the museums exhibition program. Research object data, address conservation needs, supervise rehousing, preservation and collections maintenance. Define staffing and project budgets & timelines for collections care and exhibitions. Tracking of objects and inventories in TMS museum database software. Courier of major exhibitions and single object installation. Creation and documentation of exhibit checklists, condition reports, object records and exhibition books. Initiate AAM standard policies for integrated pest management within collections storage and museum envelope. Emergency preparedness, disaster planning protocols.
- **Project Manager** for all gallery build-outs. Lead staff meetings related to exhibition development, facilitating all exhibition related projects, scheduling, and object related installations. Tracking timelines and deliverables in process. Working with educational programming to produce safe and effective learning environments and interactives. Working with museum store manager to develop offerings to coincide with special exhibitions or collections related product. Scheduling and supervising all outside labor needs of conservation, art handlers and construction. Working hand in hand with architects and contractors to plan for new workspaces throughout museum, art storage, shop layout, tool and equipment safety and shop management.
- **Senior Exhibit Designer** of 25+ exhibitions across institution venues. Renovation of the museum's permanent galleries.
- **Graphic Design** Supervise the production and installation of all museum way finding signage, exhibition graphics and education interpretation. Oversee the design, build and inventory all museum displays.
- **Lighting Design** established new lighting requirements in relation to LED photometrics and temperature sensitivity for collections care and coverage. Responsible for all lighting decisions in both exhibition galleries, general public spaces of the museum and exterior museum presence.
- **Buyer** responsible for research and budgeting on major equipment purchases related to collections care and exhibition spaces. Including increased art storage, integrated pest management, installation equipment and state of the art lighting technologies.
- **Consulting** as senior staff on all interpretive projects and exhibit related builds to cross-promote and market all institution venues.
- **Highlight exhibits** *Branding the American West: Paintings and Films, 1900-1950, Big Bugs: David Rogers Deconstructed, Drawn to Life: Audubon's Legacy, Women, Art, & Social Change: The Newcomb Pottery Enterprise*

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2002 - July 2007

**COLLECTIONS MANAGER/REGISTRAR, Southwest Museum of the American Indian  
LOANS AND EXHIBITIONS MANAGER, Autry National Center, Los Angeles, CA**

- **Collections Manager/Registrar** responsible for the movement and tracking of 230,000 + objects, inventory, bar coding project using MimsyXG collections database software. Leading the preservation, conservation project, culturally sensitive rehousing and storage projects. Contracts and documentation for all in coming and out going loans to the museum, digital documentation coordination and cataloging of artifacts for public access and archives. Insurance valuations, workman's health and safety protocols and emergency preparedness, disaster response training. Knowledgeable in registration records management, conservation protocols and procedures, collections care and AAM best practices.
- **Develop policies and procedures** regarding the new and varied aspects of the Native American collection, such as the Archaeological Repository policy, Destructive Analysis policy on archaeological samples, as well as a policy to address US Fish and Wildlife Service issues. Integrated pest management policies for procedures related to incoming objects and historic structure envelope. Display and international exhibition travel of Cultural Patrimony objects and Native American Grave Repatriation issues in regards to the collection of the Southwest Museum & the Autry National Center.
- **Development & Grant accountability**, working closely with the CEO to establish dialoge with major funding institutions and the Save America's Treasures project, responsible for on-site presentations and status reports regarding the progress and coordinating public and behind the scenes tours of conversation project. Responsible for completing all budgeting documentation and reconciliations with regard to projects funding. Creating open storage displays to show immediate progress and value of project.
- **Supervisor** for paid staff of 10, additional unpaid staff of 5-10 that included docents, volunteers, and interns. As well as management of outside art handlers and shippers
- **Buyer** responsible for major equipment purchases, for conservation and collections team; giant walk-in freezer lifts, compact shelving, warehouse shelving and conservation expendables and equipment for federally funded projects.
- **Facilities and Operations Liaison** for the design and layout of collections storage and conservation lab and preparatory shop. Including all safety gear required and equipment safety guideline policies. Working closely with the institutions security department in regards to the safety and security of the building, the objects and the staff. Working with the facilities department to ensure daily operations and the museum environment are safeguarded and the secure envelope maintained.
- **Exhibit management**, planning, directing multiple projects in coordination with all team members from marketing, education, exhibit design and development to establish scope of work, scheduling, branding images, conservation issues, relevant product and programming needs. Working in concert with outside curators, lenders, advisory committees, tribal leaders, artist to develop exhibition themes, object checklists, installation plans and layouts, and interpretation for exhibitions.
- **Traveling exhibitions**, experienced in working with packers, shippers and couriers both national and international as well as the services provided by companies such as Masterpiece International, ICEFACT constituents and other international shippers. Research for existing quality exhibitions that fit mission criteria.
- **Management of Southwest Museum of the American Indian** displays. Working closely with Tribal lenders and curators to insure native voices are included. Initiating "Open Storage" design and display concept to great effect. Design and Manage *Four Centuries of Pueblo Pottery* and *100 year of the Southwest Museum* all loans and transfers of objects for various exhibitions at the Autry National Center sites.
- **Highlight exhibits, Autry National Center:** *Drawn to Yellowstone, Once Upon a Time in Italy...The Westerns of Sergio Leone, California Pottery, George Catlin and His Indian Gallery, Yosemite: Art of An American Icon*

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1990 - 2010

**COMMERCIAL/TELEVISION/FILM PRODUCTION**

- **Independent film projects**, new media, music videos  
Artist, production coordinator  
local and national projects
  - **Art Director**, buyer, prop construction, scenic  
and sign painter
  - **IATSE**, Studio Mechanics of the Pacific  
Northwest member, 2000-2010
- If interested, please request a full list of  
production credits.*

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1998 Residency

**MARKETING & PUBLICITY, MEDIA AND VISUAL ARTS**

**The Banff Centre for the Arts, Banff, Alberta, Canada**

- **Marketing & Publicity** point person for the Banff  
Centre for the Arts at the Banff Television Festival.
- **Design and Budgeting** for Cascade Technology  
Booth, coordination and staff supervision,  
Cultivating public profile.
- **Special projects**: CurCon98, symposium  
for the curation and conservation of  
new media projects.  
Register, review and submit all film entries  
in Indigenous Voice for Banff Television  
Festival (Banff World Media Festival)

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**EDUCATION**

Bachelor of Fine Arts - Studio • Major-Mixed Media • Minor- Art History, Arts Administration  
Lamar University, Beaumont, Texas

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**COMMUNITY ENGAGEMENT**

**Southeast Texas Arts Council**

Board Member, Past President  
2008-2012

Reviewing and funding grant requests, fundraising  
campaigns and developing funding sources.  
Provided community leadership in development,  
training and inspiring a new breed of active arts  
volunteers as University speaker.

**Boomtown Film & Music Festival**

Volunteer, Film Festival submissions committee  
2008-2017

**Beaumont Art League**

Board Member, Past President  
2008-2012

Grant writing, city liaison, special projects  
include Bizarre Bazaar and Gulf Print Storm

**Non-Profit Development Center, Jefferson County**

Board Member  
2008-2012

Working with local non-profits towards  
Collaborative Impact initiatives

**The Art Studio, Inc.**

1990-2017

Volunteer, Board Member, Grant writer,  
Fundraising Chair, Ball Chair, Artist

AAM, APGA, PACCIN, TMA, WMA

*A detailed list of affiliated organizations, production credits and professional  
references are available on request. You may also visit my website at  
[www.TerriFoxArtServices.com](http://www.TerriFoxArtServices.com)*