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Christopher Louvar

Museum Technician, Office of Curatorial Affairs

National Museum of African American History and Culture

Smithsonian Institution

[louvarc@si.edu](mailto:louvarc@si.edu)

Dear. Mr. Louvar:

I would like to apply for the 'Collection Cataloging and Record Creation and Enhancement' position at your institution. For the past 8 years, I have been working with TMS extensively while working at Gallery Systems – as an application trainer, consultant to clients, technical documentation writer, and QA tester. I believe I meet all of your qualifications to the highest possible degree.

I have been working with museums and art collections (of all sorts) for over 12 years. Over this time, I have served as curator, registrar, educator, managing editor for publications, photographer, consultant, author, and database administrator. I have spent the majority of these years mastering my knowledge and skills in collection cataloguing and management.

While at Gallery Systems, I have worked with hundreds of museums comprising a variety of collection types. While training onsite, for 1-2 weeks/museum, I always began my training visit by consulting with the staff to first gain an understanding of their current cataloguing practices. I then helped transition them to new/improved practices while using TMS. This included training staff in the basic 'how to' application of TMS, but also the scope and breadth of TMS – not only as a data depository, but as a powerful tool for managing the data for a variety of platforms and uses (reporting, media, metadata, web content, events, nomenclature, etc.). While the aim of my visits was to transfer knowledge about TMS, I gained an equal amount of

knowledge about collection management policies and practices, and how they vary from museum to museum.

What my resume does not tell you is that I am a textile artisan and historian. Prior to and in parallel with my museum career, I have researched and published extensively on Japanese textiles. I believe my hands-on experience with textiles will be an asset to the job.

I am currently taking a hiatus from my work at Gallery Systems while I pursue new work opportunities. I look forward to meeting you and discussing in person the possibility of my working with you in the near future.

Thanking you in advance for your kind consideration.

Sincerely,

Annie M. Van Assche