

Rebecca K. Hughes

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Experience

Southern Utah Museum of Art - Coordinator of Visitor Experience (September 2024 to Current)

Phone:(435)586-5432 Cedar City, UT

- Supervise and oversee onboarding, training, and scheduling of undergraduate students on the visitor experience team.
- Manage the gathering of visitor demographics and compile into monthly and annual reports for the SUMA Advisory Board, grant applications/reporting, etc.
- Process transactions and complete daily cash/credit reconciliations and provide training on the point of sales system.
- Provide assistance to Learning and Engagement and Curatorial Affairs regarding event planning and execution, K-12 and SUU class tours, exhibition and members events, and rentals.
- Maintain SUMA's Accessibility Plan, which include short-term and long-term goals to ensure the museum building and programming are accessible for all patrons.

Southern Utah Museum of Art - Museum Associate (December 2021 to September 2024)

Phone:(435)586-5432 Cedar City, UT

- Provided customer service and hospitality with museum patrons and members in-person and via phone.
- Followed front desk procedures regarding, opening/closing, stocking, gallery procedures, and gift shop transactions.
- Knowledge of current exhibits and active communication with other team members.
- Assisted in museum programming and community events.
- Assisted in installation and deinstallation of exhibitions including art handling and condition reporting.

Southern Utah Museum of Art - Social Media Assistant (June 2023 to September 2024)

Phone: (435)586-5432 Cedar City, Utah

- Collaborated with the social media team to create original content for SUMA social media platforms (Instagram, Facebook, TikTok, Pinterest).
- Followed company guidelines to ensure standards of attention to detail and written and verbal communication.
- Collaborated with the social media team and other departments to organize and accomplish short and long term marketing initiatives.

Southern Utah Museum of Art - Curatorial Intern (January 2023 to May 2023)

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- Researched prints in SUMA's collection by identifying works in the oeuvre of each artist, locating the print in public or private collections, and printing technique of the works.
- Wrote didactic materials for each artist and artwork.
- Created an online exhibition of researched prints on SUMA's Hub.
- Rewrote the description of the SUMA Collection to better reflect the strengths of the collections.

Education

- Southern Utah University - Master of Fine Arts in Arts Administration
August 2025 - August 2027 - Cedar City, Utah
- Southern Utah University - Bachelors of Arts in Art History and French
Graduated April 2024 - Cedar City, Utah

Conferences

- Traveled to the Utah State Capitol and spoke with representatives, earning \$100,000 in funding for SUMA (2023).
- Presented a senior art history thesis at SUU Festival of Excellence (2024).
- Presented at the Association of Academic Museums and Gallery's annual conference with the SUMA social media team (2024).
- Presented at the Association of Academic Museums and Gallery's Student Summit on student engagement approaches through programming and social media (2026).
- Participated in the American Alliance of Museums conference in the U.S. Capitol and spoke with representatives regarding funding for museums (2026).

Extra Curriculars

- Co-founder and Secretary and Treasurer for the French Club at Southern Utah University (2024)
- Co-President of the Art History Guild at Southern Utah University (2024)
- Co-founder and Treasurer for The Art History Guild at Southern Utah University (2023)
- Volunteer for Power In Pink Iron County (current)

Skills

- French written and spoken proficiency
- Microsoft Word, Excel, Powerpoint
- Art handling training and experience
- Collection cataloging software experience
- Accessibility Coordinator training
- Money handling
- Engaging with the public
- Receptionist experience