

**WE PASS  
EVERY WHITE  
GLOVE TEST.**



**MUSSETT NICHOLAS**  
ASSOCIATES

**MUSEUM SERVICES**

Established in 1959, Mussett Nicholas Associates has set a standard of excellence in consulting services. Our mission is to partner with our customers to deliver solutions that realize their goals and mission. Our Museum Services division is headed by Director Angie Day, who has two decades of museum experience. Her expertise allows us to offer a range of services that can satisfy the needs of any museum.

## **REGISTRAR, COLLECTIONS MANAGER, + EXHIBITION DIRECTOR SERVICES**

### **Exhibition Tour Logistics**

- Project and Tour Management
- Contract and Agreement Development
  - Tours
  - Venues
  - Lenders
- Insurance and Indemnity Coordination
- Budget Development and Tracking
- Checklist Management
- Gallery Layout Design
- Code Compliance Verification
- Security Coordination
- Fabrication Coordination
- Internal Relocation Coordination
  - Conservation
  - Photography
  - Condition Reporting
  - Preparatory
- Fine Art Handling
- Condition Reporting
- (Un)Packing Coordination, Documentation, and Facilitation
- (De)Installation Coordination, Documentation, and Facilitation
- Inbound and Outbound Shipping Coordination (Domestic/International)
  - Packaging
  - Transit Arrangements

- Courier Arrangements
- Courier Travel
- TSA Compliance
- Coordination, Communication, and Documentation

### **Artist Commissions**

- Artist Coordination
- Project Management
- Contract and Agreement Development
- Insurance Coordination
- Budget Development and Tracking
- Checklist Management
- Gallery/Grounds Layout Design
- Artist Proposal Review and Recommendations
- Code Compliance Verification
- Permit Coordination
- Security Coordination
- Fabrication Coordination
- Internal Relocation Coordination
- Fine Art Handling
- Condition Reporting
- (Un)Packing Coordination, Documentation, and Facilitation
- (De)Installation Coordination, Documentation, and Facilitation
- Inbound and Outbound Shipping Coordination (Domestic/International)
  - Packaging
  - Transit Arrangements

- Courier Arrangements
- Courier Travel
- TSA Compliance

- Develop Artist Commission Parameters
- Coordination, Communication, and Documentation

### **Re-Housing Projects**

- Project Management
- Space Reallocation Study and Concept Design
- Housing Assessment
- Internal Relocation Coordination
  - Conservation
  - Photography
  - Condition Reporting
  - Preparatory
- Fine Art Handling
- Condition Reporting
- (Un)Packing Coordination, Documentation, and Facilitation
- Temporary Storage Coordination
- Outbound and Inbound Shipping Coordination
  - Packaging
  - Transit Arrangements
  - Courier Arrangements
  - Courier Travel
- Collection Cataloging and Documentation

## **Gallery Deinstallation and Reinstallation Projects**

- Project Management
- Budget Development and Tracking
- Checklist Management
- Gallery Layout Design
- Renovation Projects
  - Schematic Design
  - Design Drawings
  - Construction Documents
  - Construction Phase Services
- Code Compliance Verification
- Permit Coordination
- Security Coordination
- Internal Relocation Coordination
  - Conservation
  - Photography
  - Condition Reporting
  - Preparatory
- Fine Art Handling
- Condition Reporting
- (Un)Packing Coordination, Documentation, and Facilitation
- (De)Installation Coordination, Documentation, and Facilitation
- Coordination, Communication, and Documentation

## **Archive and Historical Record Management**

- Project Management
- Housing Assessment
- Space Allocation Study and Concept Design
- Record File Naming Development
- Digital File Structure Coordination
- Organization Coordination and Facilitation
- Digitization Coordination and Facilitation
- Coordination, Communication, and Documentation

## **Construction Projects**

### *New Building*

- Project Management
- Budget Development and Tracking
- Schematic Design
- Design Drawings
- Construction Documents
- Construction Phase Services
- Commissioning
- Coordination, Communication, and Documentation

### *Remodel Existing Spaces*

- Examples of Spaces

- Gallery
  - Archive and Collection Storage
  - Conservation and Science Laboratory
  - Office
  - Production
  - Public Spaces
  - Restrooms
- Project Management
- Budget Development and Tracking
- Space Reallocation Study and Concept Design
- Historic Preservation Coordination
- Schematic Design
- Design Drawings
- Construction Documents
- Construction Phase Services
- Commissioning
- Coordination, Communication, and Documentation

## **CONSULTING SERVICES**

### **Architectural Services**

- Review Internal Projects for Code Compliance and Permitting Requirements
- Produce Necessary Supporting Documents and Drawings
- Facility Assessment
- Aid in Capital Planning
- Project Design

### **Engineering Services: Includes Mechanical, Electrical, Plumbing (MEP), Structural, and Civil/Site**

- Review and Troubleshoot Existing Systems
- Facility Assessment
  - Aid in Capital Planning
- Procurement Services
  - Specify Replacements
  - Vendor Coordination

### **Drawings and 3-D Modeling**

- Plans
  - Architectural Floor Plans
  - Life Safety Plans
  - Mechanical, Electrical, Plumbing (MEP) Systems
  - Site Utility Plans
  - Structural Plans
  - Civil/Site Plans
- Methodology
  - Review Existing Archive
  - Survey Spaces
  - Scan Spaces as Needed
  - Deliverables: *2-D Drawings (Electronic PDF and AutoCAD Formats), 3-D Model in Electronic Revit Format, Requested Views and Illustrations in Electronic PDF Format*
- Spaces in 3-D Movie Format

## Planning Services

- Master Planning
- Capital Planning
- Sustainability Planning and Implementation
- Energy Optimization Studies
- Renderings for Donor Presentations and Promotions
- Views and Illustrations in Electronic PDF Format
  - Spaces in 3-D Movie Format
- Construction Cost Budgeting
- Access Routing
- Security Programming



## ANGIE DAY

Day holds a BA in Science and Culture from Purdue University, an MA in Museum Studies from Indiana University, and the Project Management Professional (PMP) certification. Before joining the MNA team in 2021 as Director of Museum Services, Day worked at the Indianapolis Museum of Art (now called Newfields) for 14 years culminating as the Assistant Director of Registration and Registrar for Exhibitions. In 2019, Day was a Registrar of the Year Award finalist. While at Newfields, Day worked in permanent collections for three years and for 11 years in exhibitions and project management, in which she oversaw more than 300 projects—including *Face to Face: The Neo-Impressionist Portrait, 1886-1904*; *Georgia O’Keeffe and the Southwestern Still Life*; *Dream Cars: Innovative Design, Visionary Ideas*; *Richard Wentworth: False Ceiling—Indianapolis*; *Edward Hopper and the American Hotel*; *Rembrandt to Monet: 500 Years of European Painting from the Clowes Collection and the Indianapolis Museum of Art at Newfields*.

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