

## MUSEUM EXPERIENCE

### **Preparator and Registrar at Richard Taittinger Gallery** New York, NY August 2016 - February 2017

- Packaged artworks for shipment and installed artworks in client's homes
- Installed artworks in gallery and helped fabricate site specific installations directly with artists
- Coordinated shipment of artworks locally and internationally
- Organized logistics for upcoming art fair exhibitions
- Researched exhibition history and provenance of artworks for upcoming exhibitions
- Created condition reports and consignment forms for all incoming and outgoing works

### **Executive Member of Girl on Girl Collective** New York, NY 2013 – Present

- Work with the installation team to install multimedia works
- Collaborate with members to curate shows
- Responsible for social media presence
- Prepare grant proposals for new projects

### **Member of Planning Committee of ArtSlope: Park Slope Art Festival** Brooklyn, NY 2015 - 2016

- Researched sponsorship and grant opportunities
- Designed and updated artslope.nyc
- Assisted in the designing of printed material for promotion of festival
- Worked with the curation team to recruit artists and match them with venues throughout Park Slope

### **Preparator and Art Handler, Neither Confirmed Nor Denied at Rogue Gallery** New York, NY May 2015

- Packaged and transported artworks
- Hung art objects in gallery space, built temporary walls, and set up technical equipment
- Assisted artists in site specific installations

### **Assistant Preparator at Syracuse University Art Galleries** Syracuse, NY 2013 - 2015

- Framed art objects in wood and metal and created mattes for each
- Digitally formatted and created labels for each exhibition
- Packaged artworks for shipment and assisted in making and packing crates
- Prepared gallery for installation, including painting and patching walls
- Photographed events and digitally archived artwork, using Photoshop for edits

### **Artist Assistant at Ethan Greenbaum Studio** Brooklyn, NY Summer 2014

- Packaged multimedia sculptures for shipment
- Scouted locations for future pieces and photographed each
- Updated and formatted ethangreenbaum.com using Adobe Dreamweaver

### **Curator and Preparator at Accessing the Archive** Syracuse, NY May 2<sup>nd</sup>, 2014

- Created a digital mock-up of the gallery space using SketchUp
- Researched and selected featured artists and wrote curatorial rationales
- Installed each art object in the gallery

## ADDITIONAL EXPERIENCE

### **Administrative Assistant and Photographer, Kutnicki Bernstein Architects** New York, NY October 2015 – August 2016

- Managed front office operations and updated office supplies, subscriptions, and sample library
- Communicated with clients to set up meetings, revise proposals, and handle billing
- Managed all incoming and outgoing mail, emails, and invoices
- Compiled digital and print presentations and updated the company website
- Photographed exteriors and interiors of completed projects

### **Kodak Scholarship Nominee** 2014

### **Photographer and Website Editor at WILDER.Is Workshop Series** Syracuse, NY December – May 2014

### **Ambassador and Tour Guide, College of Visual and Performing Arts** Syracuse, NY 2011-2015

## EDUCATION

### **Syracuse University, College of Visual and Performing Arts** Syracuse, NY Graduated May 2015

Bachelor of Fine Art, Art Photography, Art History Concentration

## SKILLS

Adobe Creative Suite, Microsoft Office, Outlook, Art Base, Final Cut Pro X, Asana, Ajera