

Profile

I am a visual arts administrator and coordinate a variety of projects from sculptural installations, project management, and web and graphic design. I am proficient with digital applications including Google Suite, Adobe Photoshop, Light Room and InDesign used for a variety of creative projects, startups, artists and institutions.

Experience

Studio Manager Joseph McDonnell - NYC

August 2017 - Current

- Project management with fabricators as well as client facing communication
- Coordinating shipping and installation of sculptures
- Graphic design, research, and digital content creation for marketing
- RFP writing, archival (Artwork Archive), financial coordination with accountant

Conservation Apprentice Period Furniture Conservation - Jersey City, NJ

May 2022 - Current

- Wood Conservation apprenticeship at Period Furniture Conservation studios
- Stabilizing, gilding, in-painting, carving and various restoration techniques for private clients, and museum grade objects.

Admin / QA / Project manager ACADACA - NYC

October 2013 - March 2016

- Liaison between fashion E-Commerce clients and development team
- Quality assurance testing and use of internal CMS.

Digital media intern Rubin Museum - NYC

May 2012 - July 2012

- Created curatorial video of the Nyingjei Lam Collection
- Video editing of the Rubin's artist talk series with Laurie Anderson, Martin Scorsese, Fiona Shaw and Bill Viola.

Digital media intern / Project manager Asian American Arts Centre - NYC

June 2011 - June 2013

Education

New York University

September 2020 - May 2022

Masters of Arts – Visual Arts Administration – GPA 3.9

State University of New York at Purchase

September 2009 - May 2014

Bachelors of Arts – New Media – GPA 3.51

KEA Copenhagen School of Design and Technology

January 2013 - June 2013

Study Abroad – E-Concept Development