

# Celeste Voce

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celeste.voce@gmail.com

## Work Experience

### **Fool Moon Inc.**

Principal (2016 - Present)

Registrar and collection management consulting and services to artists, collectors, galleries, and institutions on a project-basis, including assisting with archiving (digital and physical), database creation and management, research, writing and editing, condition assessment, installation supervision, drafting install guides, fabrication coordination, storage, shipping, overseeing artwork documentation, and other related tasks.

### **Sterling Ruby Studio**

General Manager and Registrar (2012 - 2020)

Acted as a bridge between the Artist, Studio Director, and Production Manager. Managed schedules, consignments, exhibition logistics, photography and artwork documentation, and database of all works by the artist and all works in his personal artwork collection. Coordinated all artwork packing and shipping, wrote install guides, completed all inbound and outbound condition reports, supervised publications and press requests, coordinated all framing, tracked production costs and timelines, logged resales, and managed an office staff of 10.

Studio Assistant (2010 - 2012)

Worked in fabrication and general artwork handling in all mediums -- ceramics, collage, painting, textiles, urethane, Assisted with photography, coordinated with vendors and implemented tracking systems for supply ordering and inventory.

### **Melanie Schiff Studio**

Studio Assistant (2009 - 2010)

Assisted with photoshoots, managed digital database, coordinated artwork production and general artwork handling. Teacher's Assistant for her photography course at Pitzer College.

### **The Whole 9/Gallery 9**

Administrative Assistant (2009 - 2010)

Provided administrative support to the Director including contacting artists, artwork handling, editing bios, editing press releases, updating databases, staffing events, conducting internet research and promotion, directing member communication, and other general office duties.

## Skills

Proficient in ArtLogic, ArtBase/Filemaker Pro, Embark, Axiell, Cisco, AirTable, Asana, Slack, Adobe Suite, Google Workspace, Microsoft Office Suite

## Education

Pitzer College, Claremont, CA - Bachelor of Arts in Studio Art & Art History, 2009

University of Bristol, Bristol, United Kingdom - Study Abroad, 2008

References and client list available upon request.