

# Celeste Voce

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## Work Experience

### **Fool Moon, Inc.**

Principal (2016 - Present)

Provides collection management consulting and services to artists, collectors, and galleries on a project-basis, including assisting with archiving (digital and physical), database creation and management, research, installation, storage, and shipping, and other registrarial tasks.

### **Sterling Ruby Studio**

General Manager and Registrar (2012 - 2020)

Acted as a bridge between the Studio Director, Production Manager, and Artist to oversee schedules, manage exhibition logistics,, manage the database of all works by the artist and all works in his personal collection, manage all consignments, coordinate all packing and shipping, write install guides, complete all inbound and outbound condition reports, manage photography and artwork documentation, supervise publications and press requests, coordinate all framing, track production costs, log resales, and manage an office staff of 10.

Studio Assistant (2010 - 2012): Fabrication and general artwork handling in all mediums -- ceramics, collage, painting, textiles, urethane. Implemented tracking systems for supply ordering and inventory, assisted with photography, coordinated with vendors.

### **Melanie Schiff Studio**

Studio Assistant (2009 - 2010)

Assisted with photoshoots, managed digital database of images and artworks, coordinated artwork printing with vendors, 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 ArtBase/Filemaker Pro, Adobe Suite, Google Apps, 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 available upon request.