
EXPERIENCE

Financial Liaison, Salon 94

NEW YORK, NY – 2018– PRESENT

- Create and issue client invoices for all primary and secondary artworks sold through the gallery and the adjoining Art Advisory business
- Liaise with Controller to reconcile QuickBooks; Generate monthly unpaid receivable reports
- Manage all artist payable accounts, including tracking and inputting production costs, preparing monthly sales reports, and generating artist statements for payment
- Establish invoicing policies and procedures in accordance with ever-changing tax regulations
- Cull all vendor payments, purchased artwork invoices, and commission invoices for Controller

Registrar, Salon 94

NEW YORK, NY – 2014– 2018

- Oversee all artwork movement between two gallery locations and three storage facilities as well as domestic and international shipping for loans, consignments, viewings, and private sales
- Administer all consignment, loan, and on approval contract agreements; generate pro forma, commercial invoices, and shipping receipts
- Condition check artworks; follow up on condition issues as necessary; work with artists, artist studios, conservators and independent contractors for various production and repair needs
- Work with clients, institutions and advisors for shipping estimates and timelines, framing needs and costs, installation options, and long-term maintenance and upkeep for purchased artworks
- Compile all shipping, framing, and installation expenses to reconcile for client reimbursement invoices; collect payments for all non-art credit card invoice payments

Registrar, Tilton Gallery

NEW YORK, NY – 2012 – 2014

- Consolidated and relocated over 4000 artworks; revamped and restructured inventory tracking and data management; designed and implemented new storage warehouse facility and system
- Coordinated domestic and international crating and shipping; oversaw and administered framing and fabrication needs; facilitated installations for exhibitions, art fairs and private clients
- Managed art handler staff which included hiring, scheduling and itemizing daily responsibilities; directed gallery exhibition/installation schedule; tracked exhibition budget
- Implemented and performed safe and effective art handling practices and procedures
- Generated and issued invoices; tracked shipping, framing, and fabrication expenses to reconcile for client reimbursements
- Monitored all incoming and outgoing consignments and loans; administered contracts, Certificates of Insurance and Certificates of Authenticity

Personal Assistant, LightBox, Art Advisory & Collections Management

NEW YORK, NY – 2012 – 2014

- Managed client collections; annually collated and updated current market values for insurance purposes, ensured accurate provenance, coordinated and tracked shipping, and arranged installations
- Created and issued client invoices; tracked shipping, framing, and installation expenses to reconcile for client reimbursements
- Maintained calendar, personal and business appointments, contacts and accounts
- Collaborated with bookkeeper to reconcile personal and business banking and credit card accounts; ensured all legal business-related documentation was current and met federal and state requirements

Assistant Registrar, Pace Gallery

NEW YORK, NY – 2011 – 2012

- Accessioned incoming artworks for exhibition and inventory purposes into database; officiated records through research and provenance verification
- Created and administered consignment and loan agreements
- Inspected artworks and generated detailed condition reports
- Worked closely with artists and artist studios to compile accurate inventory cataloging – this included installation, fabrication, handling and maintenance information for all incoming artworks

Director of Student Services, New York Studio School of Drawing, Painting & Sculpture
NEW YORK, NY – 2004 - 2011

- Directed institutional accreditation pursuits ensuring compliance with NY State standards; instrumental in achieving degree-granting status from NY Board of Regents for MFA program
- Prepared recruitment, enrollment and scholarship budgets for each fiscal and academic year
- Analyzed, proposed and employed effective enrollment and retention strategies
- Conducted in-house tours and off-site presentations and attended fairs; designed and created promotional materials and announcements and updated website and managed web presence
- Wrote and implemented policies and procedures for all student related services and activities
- Administered student visas and functioned as sole advisor to all international students; curriculum advisor to all domestic students
- Restructured student data management for active students and alumnus; created systematic procedures
- Organized and facilitated silent auction for annual fundraising event

EDUCATION

New York University, Certificate Candidate, Arts Administration
NEW YORK, NY – 2010 – 2012

Kent State University, Master of Fine Arts, Painting
KENT, OH – 2000 – 2003

Edinboro University, Bachelor of Fine Arts, Painting, Teaching Certificate, K-12
EDINBORO, PA – 1995– 2000

TECHNICAL SKILLS AND ABILITIES

Comfortable working with both Mac and PC computers

Adept in the following:

- *Art & Design Software/Applications:* Adobe Photoshop, Adobe Illustrator, Corel Draw Pro, Adobe InDesign, QuarkXPress, Macromedia DreamWeaver, HTML, CMS
- *Productivity Software:* Outlook Express, Lotus Notes, Microsoft Office Suite including Word, Excel, PowerPoint and Access
- *Specialized Software:* ArtBase, QuickBooks, Raisers Edge, Education Edge, Palette (Pace Gallery), SEVIS (Student and Exchange Visitor Information Services), EDEExpress (Department of Education Student Loan Program), NSLDS (The National Student Loan Data System), and SIS (Student Information Systems)

Capacity to quickly and effectively learn other specialty software as needed

VOLUNTEER EXPERIENCE

Nevada Museum of Art – Curatorial Department
RENO, NV – 2018

Bruno Exhibition Design, LLC – Installation and Design
BROOKLYN, NY – 2012

Fountain Art Fair – Art Handling and Communications
NEW YORK, NY – 2012

Episcopal Community Services of Louisiana – Constructing Houses
NEW ORLEANS, LA – 2010

Museum of Contemporary Art (MOCA) – Educational Department
CLEVELAND, OH, 2002 – 2003

Erie Art Museum – Educational Department
ERIE, PA, 1999 – 2000