

Andrea Cerbie

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EXPERIENCE

DC Moore Gallery, New York, NY **Assistant Director**

June 2011 – present

- Catalogue incoming works of art and input into gallery database (ArtStacks). Obtain information on artwork as required through research, gallery staff, artists, studios, and confirm accuracy; research provenance and exhibition histories. Approximately 18,000 objects in gallery inventory.
- Generate, maintain, and update consignment and loan agreements and files, pertaining to both primary and secondary markets. Facilitate all incoming, outgoing, and traveling exhibitions.
- Improved and standardized all gallery paperwork and diagrams, implementing proper terminology for insurance, loans, and consignments.
- Schedule and coordinate all shipping arrangements, domestic and international. Work closely with artists' studios, preparator, and gallery staff to coordinate proper packing, storage, and movement of artwork.
- Manage all aspects of exhibitions: logistics, layout, catalogue and announcement production, advertising, and publicity, including copy-editing, color proofing, layout, design, printing, and dispersal. Assist preparator as needed day-to-day, with presentations, and installations.
- Present art to clients and scholars for both sale and academic purposes. Cultivate new and maintain existing relationships with collectors and institutions.
- Oversee logistics for and conduct sales presentations at domestic and international art fairs.
- Supervise part-time staff and interns for gallery on an on-going rotation.

Montclair Art Museum, Montclair, NJ **Registration & Curatorial Manager**

November 2009 – June 2011

- Facilitated incoming/outgoing loans: condition reports, conservation, packing and shipping information, loan forms.
- Prepared for upcoming and on-going exhibitions: checklists, mailings, loan paperwork, condition reports, catalogue and label copy, storage, object maintenance, travel arrangements, appraisals, review facility reports, act as courier. Acted as Exhibition Coordinator for Curator of Contemporary Art's exhibitions.
- Maintained electronic database (The Museum System) records. Uploaded image files, researched correct object information, and ensured consistency. Digitized and attached pertinent information to artwork records including acquisition papers, condition and treatment reports.
- Handled all rights and reproduction inquiries and research requests; coordinated access to artworks within museum collection for visiting scholars.
- Generated and maintained curatorial object, exhibition, and artist files.
- Addressed the remaining, considerable variety of works to be deaccessioned that were foreign to the museum's mission or redundant works of inferior quality.
- Organized and transcribed all Museum Board Art Committee meetings to address collection priorities, new acquisitions.
- Supervised interns for both departments.

Montclair Art Museum, Montclair, NJ **Yard School of Art Assistant**

July 2008 – November 2009

- Managed Art School while immediate supervisor on Maternity Leave (March through September 2009).
- Creative development of new and continuing programming. Authored and updated school's website, brochure, and handout material for public.
- Direct contact for faculty, staff, parents, and students. Processed payroll, established budget, organized class registration and paperwork for quarterly tuition, and maintained daily rotation of classes. Developed and maintained records of membership and student scholarship information. Curated student artwork exhibitions for sale.
- Supervised all interns for museum's art school; summer program utilized upwards of 40 interns at a time.

EDUCATION

BA, Art History, Lafayette College, Easton, PA

May 2008

Dean's List, Lafayette Athletic Honor Roll, Arthur J. '55 and Barbara S. Rothkopf Scholarship – Art

**Arthur J. '55 and Barbara S. Rothkopf Scholarship - Art
Scholarship Recipient.**

2007

- As a part of a select group of art majors, visited Paris studying an intensive program of Gothic art and architecture led by a leading professor in the field.

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Publisher, Outlook, WordPerfect, Raiser's Edge, FileMaker Pro, Adobe Photoshop, Adobe Acrobat, ArtStacks, The Museum System (TMS), Windows, PC, Macintosh, Website Editing, HTML, Social Media

OTHER EXPERIENCE

Williams Center for the Arts, Lafayette College, Easton, PA
Curator, *Painterly Perspective*

March – April 2015

- Curated exhibition, wrote text for brochure, gallery walk-through and talk for historians and students. Exhibition focused on the artists' connection with his or her subject—in this case, the landscape. Artists included: Eric Aho, Roger Brown, Charles Burchfield, Robert De Niro, Sr., Mark Innerst, Yvonne Jacquette, Claire Sherman, Darren Waterston, and Jane Wilson.

Fair Lawn Public Schools, Fair Lawn, NJ

January 2008

Allentown Art Museum, Allentown, PA

July – December 2007

REFERENCES

Renée Powley
Former Registrar, Montclair Art Museum; currently freelance
rmavetz@hotmail.com
(201) 404-6112

Gail Stavitsky
Chief Curator, Montclair Art Museum
gstavitsky@montclairartmuseum.org
(973) 259-5131

Erica Jacob
Registrar, Eric Carle Museum of Picture Book Art
registrar@carlemuseum.org
(413) 658-1120

Carlos Galvez
Deputy Executive Director, El Museo del Barrio
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Others readily available.