

## EXPERIENCE

### **11/2017–Present**     **Founder & Principal, Studio Co - Brooklyn, NY**

Provide public art project management services for artists, designers, and institutions, including: administering selection processes, designing proposals, pre-qualifying fabricators, estimating and administering budgets, creating and controlling schedules, drafting and negotiating commission and fabrication agreements, and managing fabrication and installation.

Help realize artworks by performing design research, identifying qualified fabricators, drafting fabrication agreements, writing specifications, inspecting mockups, inspecting the final work, and overseeing installation.

Plan and execute exhibitions by forming installation plans, specifying installation instructions, creating and administering schedules and budgets, overseeing installation, and directing catalogue and collateral design.

Perform other services for artist/designer clients, including: strategic planning, gallery relationship management, database design and maintenance, photo and video documentation, and graphic design.

### **3/2017–11/2017**     **Business Development Manager, BIG - Bjarke Ingels Group - New York, NY**

Led BIG's exhibition practice, coordinating participation in exhibitions arranged by others and leading special projects including solo presentations of the firm's work.

Led strategy and design for responses to RFQs/RFPs/RFIs, including assembling consultant teams, preparing project budgets, drafting design approach narratives, and creating schedules.

Assessed potential projects, conducting meetings with prospective clients, distilling project goals, quantifying the design ambitions, and empowering BIG's partners to make informed decisions.

Ensured projects had the framework necessary for effective execution, including: drafting and negotiating fee agreements, communicating project goals to design teams, and drafting consultant agreements.

Oversaw two business development coordinators on award submissions, creation of promotional materials, client and consultant research, and prospect information tracking.

### **6/2011–2/2015**     **Director of Projects, Jenny Holzer Studio - Brooklyn, NY**

Directed a team of three project managers in the execution of complex artwork commission projects.

Served as the lead project manager for a high-profile cultural project in Doha, Qatar.

Evaluated and secured new business by identifying commission opportunities, assessing risks, researching and drafting proposals, presenting concepts, identifying fabricators, shaping scopes, setting budgets, and negotiating contracts with clients and fabricators.

Created and administered budgets and schedules for up to 12 simultaneous projects.

Maintained studio's income and expense projections to ensure cashflow and to guide yearly budgeting.

Expanded the commission portion of the business, tripling the number of projects initiated annually, adding team members, and devising new systems to improve effectiveness.

### **4/2008–6/2011**     **Project Manager, Jenny Holzer Studio - Hoosick Falls and Brooklyn, NY**

Executed a diverse range of artwork commissions, establishing budgets, drafting and negotiating contracts, qualifying and engaging contractors, and overseeing fabrication.

Helped to realize unique electronic and stone artworks by performing design research, directing electrical and mechanical engineers in detailed design, inspecting mockups, overseeing programmers, troubleshooting control systems, and reviewing final work for conformance with design specifications.

Assisted with planning and design of exhibitions at major museums and galleries, forming installation plans, negotiating exhibition contracts, overseeing installations, and directing catalogue and collateral design.

- 6/2007–4/2008**      **Manager of Sponsorships and Development Initiatives, El Museo del Barrio - New York, NY**  
 Coordinated and implemented corporate sponsorship program, identifying prospects, devising benefits, writing sponsorship proposals, securing sponsorships, delivering benefits, and sending reports.  
 Managed corporate membership program, identifying and soliciting prospective corporate members.
- 5/2006–6/2007**      **Development Associate, El Museo del Barrio - New York, NY**  
 Overhauled Raiser's Edge database to organize data that was spread inefficiently across departments.  
 Researched prospective donors and maintained donor prospect library and research tools.  
 Created and implemented institutional email communication strategy and designed email newsletters.
- 10/2005–5/2006**      **Executive Assistant to Peter Freeman, Peter Freeman, Inc. - New York, NY**  
 Managed schedule, coordinated travel, and maintained call and task lists for gallerist Peter Freeman.  
 Helped to maintain relationships with collectors, museums, art dealers, and gallery artists.
- 2/2005–10/2005**      **Senior Marketing Manager, EstateWorks, Inc. - Maynard, MA**  
 Developed and implemented online and offline marketing strategies for email, mail, and SEO.  
 Managed PR strategy and execution, writing press releases and identifying editorial opportunities.
- 6/2003–8/2004**      **Legal Assistant, Russo & Hale, LLP - Palo Alto, CA**  
 Researched and drafted legal documents including pleadings, pre-trial motions, and other briefs.  
 Maintained discovery documents and managed dockets for up to four simultaneous proceedings.

**COMMITTEES AND ADMINISTRATIVE SERVICE**

- 2016–2017**      **Public Art Advisory Committee, Buffalo Bayou Partnership - Houston, TX**  
 Advised the Buffalo Bayou Partnership's board during the formation of a public art plan for The Cistern, a decommissioned drinking water reservoir retrofitted to permit immersive interventions by artists and designers.  
 Connected the park to the international contemporary art world by suggesting programming.
- 2016–2017**      **Public Art Advisory Committee, Discovery Green Conservancy - Houston, TX**  
 Advised the Conservancy's board during all stages of the selection process for seasonal art installations.  
 Advised on best practices regarding the care and maintenance of the Conservancy's public art collection.  
 Expanded awareness within the community of Discovery Green's programming and identified potential funders.

**EDUCATION**      **Stanford University, Stanford, CA - B.A. Honors in Art History, 2003**  
 Received Humanities Prize in Art History

**SOFTWARE**      Excel, PowerPoint, Keynote, FileMaker Pro, Artlogic, ArtSystems, ArtBase, Sugar CRM, Google SketchUp, Adobe Creative Suite including Illustrator, InDesign, and Photoshop.

**INTERESTS**      Distance running, furniture and object design, contemporary fiction.