

Jessica Claire

100 Montgomery St. 10th Floor (555) 432-1000 resumesample@example.com

PROFESSIONAL SUMMARY	<p>DEPUTY DIRECTOR with strong ability to provide leadership on long term, complex, and difficult projects. Thorough knowledge of project management procedures, principles, practices, methods and tools. Ability to effectively communicate with team members in order to coordinate efforts, resolve problems, obtain and relay information, interpret project timelines/requirements, and represent an organization's priorities and interests.</p>
SKILLS	<ul style="list-style-type: none">• Guest services• Inventory control procedures• Merchandising expertise• Loss prevention• Cash register operations• Product promotions
WORK HISTORY	<p>CHIEF PREPARATOR EXHIBITION DESIGNER 10/2016 to 09/2021</p> <p>Novetta Tampa, FL</p> <ul style="list-style-type: none">• Designed, produced and successfully executed 50+ exhibitions• Instrumental in launching U.S• Biennial, Inc., a NY non-profit founded in 2007 to produce the largest international contemporary art biennial in the U.S• Produced Prospect.1 New Orleans: 81 Artists from 25 countries exhibited at 27 locations throughout the city of New Orleans• Working within defined curatorial concepts: managed overall exhibition design process for temporary exhibitions and permanent collection installations to enhance curatorial, educational and interpretive vision for exhibitions through strategic art placement, space planning, color palette, lighting and thoughtful and innovative integration of interpretive elements, including technology• Devised strategic approaches for highlighting important focal points in each design• Collaborated with exhibition stakeholders (Curators, Artists, Conservation, Graphics, Lighting, Mounting, Construction and Fabrication) on all phases of exhibition design and production• Managed all exhibition stakeholder timelines by drafting in collaboration with Registration, detailed master exhibition changeover schedules by day and hour• Use computer aided design (Sketchup) to generate: 3d mock-ups and renderings as needed throughout exhibition design process as well as construction and fabrication drawings for contractors• Oversaw requests for proposals, bidding, contractor selection, preparation of professional service agreements and purchase orders• Coordinated physical installation and de-installation of all exhibitions by directly managing the following functional crews: Art Handler/Preparators, Special Mounting, Construction, Fabrication, Graphics and Lighting• Ensured proper handling, installation and packing of contemporary and period painting, prints, textiles, artifacts and sculpture in accordance with established museum standards and best practices• Budget forecasting, tracking and reconciling of expenses for each project and exhibition• Used critical thinking to break down problems, evaluate solutions and make decisions• Maintained inventory of exhibition furniture and fixtures (pedestals, plinths, mounts, etc.)• Couriered museum collection object loans: nationally and internationally as required. <p>DEPUTY DIRECTOR 04/2007 to 05/2012</p> <p>Sunrun Inc. New York, NY</p> <ul style="list-style-type: none">• Coordinated participation with 27 partner exhibition venues• Designed and executed a combined 250,000 SF of exhibition space, which included: raw space, exhibition ready space, and site-specific installations (interior/exterior)• Produced all models, schematics, and floor plans requisite of each partnering venue, artist, curator and/or contractor• Closely collaborated with curator(s) and 81 artists to realize each project/installation according to budget, time-line, and artistic vision• Developed and coordinated inter-departmental schedules for: construction, fabrication, audio-visual, registration/transport, installation, security, special events, and insurance• Directly managed the following functional areas: Registration, Director of Technology, Installation/De-installation, Construction, Security and Administration• Hired and managed 80+ exhibition/event support staff• Vetted and ordered all supplies, equipment, materials, and services for each exhibition• Coordinated all permits, licensing and insurance requisite of each project/event• Extensively produced, negotiated and managed all contracts up to \$500,000 (with assistance from legal council), as concerned individual artists, vendors, contractors, consultants, and partnering venues• Projected and tracked expenses for all sites, installations and/or projects• Performed general administrative duties, including: financial reports to Board; accounts receivables/payables; coordinated annual audit; administered employee benefits, insurance and payroll• Steered design and production of website and contributed towards promotional/marketing materials• Coordinated production of exhibition catalogue. <p>INSTALLATION COORDINATOR 07/2002 to 04/2007</p> <p>NEW MUSEUM OF CONTEMPORARY ART City, STATE</p> <ul style="list-style-type: none">• Worked closely with artists and curators to realize artist's proposals and curator's exhibitions on time and under budget• Vetted all materials, supplies and services requisite of each exhibition• Produced all schematics, production drawings, and floor plans for each exhibition• Exhibition Design: planned space for each exhibition in close collaboration with Curators, which included: wall delineation, pedestals/plinths, lighting, and audio-visual displays• Executed and supervised all wall construction and exhibition fabrication• Oversaw safe handling and installation of contemporary period 2-D, 3-D, animated and multimedia work• Produced documentation including, photo imaging and condition reports• Supervised staff, which included: hiring, training, scheduling, and conducting staff meetings• Developed project and exhibition expense projections• Coordinated Limited Editions Program• Maintained collections files and inventory in coordination with Registrar• Coordinated with Facilities Director and Security to adhere to all fire and safety regulations for each exhibition changeover• Vetted all exhibition's needs for planning and construction of New Museum of Contemporary Art's new building• Introduced Sketchup to New Museum's exhibition workflow. <p>EDUCATION</p> <p>Bachelor of Architecture Pratt Institute, Brooklyn, NY</p>