

# Elsy Benitez

323.529.3579

elsymay@gmail.com

La Puente, CA

## Career History

### Documenta 13 – Paul Ryan's Threeing

Kessel, Germany

Student Artist Assistant

June 2012 – September 2012

- Trained by Paul Ryan to act as one of his agents – became the face of *Threeing*
- Educated and shared Paul Ryan's *Threeing* with visitors – encouraged interaction with the experience
- Designed, organized, and lead photography workshops based on the principles of *Threeing*

### J. Paul Getty Museum

Los Angeles, CA

Visitor Services Associate

December 2010 – September 2011

- Worked with and educated visitors on exhibitions, events, and resources at the museum
- Handled payments and assisted customers in person and over the phone
- Organized and distributed printed information to visitors

### Here is Elsewhere Gallery

Los Angeles, CA

Gallery Assistant & Assistant to the Director

October 2010 – December 2010

- Designed and edited press releases, marketing material, and information packets
- Maintained a budget and purchased materials needed for events and exhibitions
- Created and maintained lasting relationships with artists
- Researched and discussed the gallery's relationship with artists to assess our roles with each other
- Assisted in the design and organization of the gallery layout for new exhibitions and events
- Informed visitors about the exhibitions, artists, and the art itself
- Assisted the Director with Collection Management – maintained pieces, records, organized shipping

### Pacific Design Center

Los Angeles, CA

Design Loves Art Liaison

August 2010 – October 2010

- Liaison between the Design Love Art curator (New York), the PDC (Los Angeles), and the participating galleries
- Gathered information and designed email marketing material
- Maintained contact database and assisted with event planning for opening receptions
- Photographed various events, openings, and gallery spaces
- Promoted to Gallery Assistant at Here Is Elsewhere Gallery

### Hammer Museum

Los Angeles, CA

Development Department Assistant

July 2008 – September 2010

- Maintained general records including the event management database using Raiser's Edge
- Assisted potential and new members with memberships – developing, fulfilling, and processing membership needs
- Represented the Hammer Museum at numerous events by running the membership table – assisting visitors and members with information

## Education

### University of Leeds

Leeds, UK

ABD M.A. – Cultural Studies

October 2008 – Present

### University of California

Los Angeles, CA

B.A. – Women's Studies & Art History Minor

2008 – 2010

### Mt. San Antonio College

Los Angeles, CA

A.S. – Photography & A.A. – Liberal Arts & Humanities

July 2008 – September 2010

## Internships

### Leeds Film Festival

Leeds, UK

### C. Ian White & The CEJJES Institute

Altadena, CA

Photographer

2011 – 2011

Intern

2009 – 2009

### Daily Bruin Newspaper

Los Angeles, CA

### Campus Circle Newspaper

Los Angeles, CA

Photographer

2008 – 2008

Photographer & Writer

2008 – 2010

## Skills & Interests

- Proficient with Windows and OS X operating systems
- Adept at many office suites including Microsoft & Libre
- Database management tools including Raiser's Edge
- 4+ years of weekly Adobe Photoshop experience
- Working knowledge of Adobe InDesign
- Photography – Super 8, 35mm, 220, and processing
- Researching photography and its history
- Screen printing & book binding
- Contemplating the ways institutions utilize various tools to maximize their exposure