

Mike Lind

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EDUCATION

University of Wisconsin-Madison; Bachelor of Fine Arts (double majored in Studio Art and Art History): September 2015 – December 2017

Study abroad in Berlin, Germany: May 2015 – June 2015

University of Northern Iowa, Cedar Falls, IA: August 2013 – May 2015

WORK EXPERIENCE

COLLECTIONS MANAGEMENT COORDINATOR, WALKER ART CENTER: JANUARY 18, 2022 – PRESENT

Responsibilities include: creating and maintaining artwork records in the primary collections database; exporting custom database reports for various projects and departments; training departments and individual staff on how to use the database; acting as steward of digital artworks (uploading newly acquired works to the server, digitizing old media formats for internal viewing, ensuring entire time-based media collection is accounted for in multiple backup locations); participating in annual collection inventories/audits; creating physical object files for all new Visual Arts acquisitions; organizing and entering documents into all object files as needed; corresponding with artists and/or representatives to capture artwork and demographic information; responding to internal and external collection inquiries; writing artwork condition reports; implementing and leading a new Integrated Pest Management program (setting and regularly checking traps, identifying and tracking harmful museum pests, and working with building engineers to exclude pests); managing the departmental schedule and integrating it with Artifax (interdepartmental event scheduling software); arranging travel and accommodation arrangement for visiting art couriers; scheduling, attending, and note-taking at departmental and interdepartmental meetings; acting as Principal Security Coordinator (the primary contact and manager of the Transportation Security Administration's Certified Cargo Screening Program) as well as TSA Screener; arranging art pickups and deliveries and assisting with physical crate loading/unloading as assigned; preparing and handling artworks for visiting researchers; ordering office supplies; other special projects, such as affixing RFID tags to every costume element in our Merce Cunningham Dance Collection; finding and designing a visual scheduling solution for long-term exhibitions and installations planning (via Airtable); and other duties to assist colleagues, as assigned.

Relevant skills include deep knowledge of multiple databases, including creating and editing records, crafting complex searches and multi-level sorting, and exporting custom reports for various departments; maintaining a high level of confidentiality with sensitive information such as artwork values and locations, donor information, upcoming shows, and internal communications; keeping consistent standards for labelling and formatting; diligent attention to detail; ability to handle multiple projects simultaneously and independently.

CONTROL GUARD, WALKER ART CENTER: NOVEMBER 14, 2019 - JANUARY 17, 2022

Responsibilities included monitoring entire campus via cameras and electronic access system; allowing secure access to the building for staff and contractors; keeping inventory of and distribution of staff keys; facilitating the intake and sorting of packages and deliveries onto the loading dock; notifying staff of new packages; answering and forwarding phone calls from the both the public and from staff inside the building; doing rounds of the building, including the secure art storage spaces; being the contact point for 911 if an emergency happens on campus; monitoring fire systems; tracking emergency weather and using PA system in case evacuating campus or taking shelter is necessary.

Relevant skills included utmost integrity in monitoring the entire collection and campus; creating and editing staff profiles in our security keycard access database; maintaining a personable and professional attitude as the central hub for general inquiries by the staff and the public; proactive diligence watching cameras in order to track suspicious activities.

GALLERY ASSISTANT, WALKER ART CENTER: AUGUST 21, 2019 - NOVEMBER 10, 2019

Responsibilities included patrolling galleries; conversing with guests and answering questions; making sure patrons do not touch the art or get too close; reporting incidents and maintenance issues to superiors.

Relevant skills included friendly conversation and people skills; genuine interest in art; learning and retaining information pertaining to each new exhibition cycle.

LIBRARY PAGE, BELMAR LIBRARY: NOVEMBER 5, 2018 - JUNE 3, 2019

Responsibilities included sorting and shelving books, movies, CDs, books on disk, and magazines; weeding out damaged or heavily worn items; sorting items for distribution to other libraries; helping patrons as necessary.

Relevant skills included patience; time management; data entry; maintaining accurate sorting under time pressure.

GALLERY ATTENDANT, MUSEUM OF CONTEMPORARY ART DENVER: OCTOBER 12, 2018 - MAY 23, 2019

Responsibilities included patrolling the gallery spaces; conversing with guests and answering questions; making sure patrons do not touch the art or get too close; reporting incidents and maintenance issues to superiors.

Relevant skills included friendly conversation and people skills; genuine interest in art; learning and retaining information pertaining to each new exhibition cycle.

PARKS MAINTENANCE WORKER, DENVER PARKS AND REC.: JULY 26, 2018 - SEPTEMBER 26, 2018

Responsibilities included picking litter; changing garbage barrels; string trimming; edging; cleaning bathrooms; clearing debris; minor irrigation fixes.

Relevant skills included operating vehicles and machinery; independently completing daily tasks; attention to detail in order to keep parks clean, sightly, and safe.

HONORS AND AWARDS

Dean's List every semester of college; graduated college with honors distinction

Received multiple merit-based scholarships through both the University of Northern Iowa and UW-Madison

Featured in nearly a dozen art exhibitions throughout undergraduate school; images featured in several art journal publications

Honor roll every semester of high school; graduated high school with highest honors

SKILLS

Proficient in FileMaker, Airtable, Microsoft Office Suite, Adobe Acrobat, and Artifax; familiar with Adobe Creative software such as Photoshop, Illustrator, and Premiere Pro; familiar with Zoom and Slack; enjoy learning new software and processes.