

Megan Pottenger

(919) 906-8451, megan.t.pottenger@gmail.com, Davidson, NC

EDUCATION

Davidson College

Bachelor of Arts, Art History (Overall GPA: 3.2)

Davidson, NC

August 2015- May 2019

Syracuse University in Florence

Study Abroad Program focusing on Studio Art and Art History

Florence, Italy

Fall 2017

Strathcona Baptist Girls Grammar School

Exchange program and summer educational experience

Melbourne, Australia

Summer 2013

WORK EXPERIENCE

Summit Coffee

Barista

Davidson, NC

October 2020-December 2021

- Locally owned coffee shop with a focus on providing remarkable coffee to the surrounding community
- Worked as a team to provide high quality food and drink in a timely manner
- Gained valuable customer service experience and learned to work efficiently as well as appreciating the value of delivering exceptional service

Peabody Essex Museum

Development Events Intern

Salem, MA

January 2020-April 2020

- Broaden professional experience in a museum setting
- Work closely with Development Events to ensure that each event runs smoothly
- Provide support to Development Operations team by working on projects in Tessitura, including editing constituent profiles, tracking and monitoring attendance for events, and creating and managing lists

Van Every and Smith Galleries at Davidson College

Gallery Intern and Administrative Assistant

Davidson, NC

May-August 2018, May-August 2017

- College-owned gallery on campus
- Helped oversee "Art in Office" initiative, a program that coordinates strategic positioning of gallery collection around campus
- Catalogued and wrote condition reports on new pieces that came into the collection

LEADERSHIP and CAMPUS INVOLVEMENT

Senior Class Gift

Vice Chair

Davidson, NC

August 2018-May 2019

- Developed and implemented a process to raise funds from current classmates, in order to develop habits of regular giving.
- Our overall goal was 85% participation, At the end of the 2018-2019 fiscal year, 93% of our class participated.

Davidson Arts and Creative Engagement

Arts Fellow and Advisory Board Student Representative

Davidson, NC

August 2016-May 2019

- Committee that strives to infuse art into the daily lives of Davidson students
- Provided general outreach, arts support, and arts advocacy to the college community
- Allotted grant money to students interested in bringing arts ideas onto campus

Van Every and Smith Galleries at Davidson College

Gallery Assistant and Intern

Davidson, NC

August 2016-May 2019

- Assisted the Curator and Assistant Curator in various jobs, such as working in the database, archiving works in the college's permanent collection, and helping to keep the Galleries functioning

SKILLS and INTERESTS

- Experience using Tessitura
- Expertise using EmbARK Art and Museum Collections Management Software
- Proficient in GiveCampus software
- Proficient in Microsoft Office (Word, Powerpoint, and Excel)
- Experience using social media (Facebook, blogs) in professional settings
- Cult Horror Movie Fanatic