

EXPERIENCE

Operations & Exhibitions Coordinator Hamiltonian Artists, Washington, DC	Jan 2026—Present
<ul style="list-style-type: none">Support executive operations including grant research, fundraising administration, donor management, and board materials.Manage marketing and communications across website, email, and social platforms to promote programs and exhibitions.Plan and execute public programs and events, overseeing logistics, guest coordination, and on-site hosting.Coordinate recruitment and administration for fellows, studio residents, jurors, and guest speakers.Support exhibition production and daily operations, including installations, documentation, inventory, studios, and vendors.	
Freelance Arts & Content Curator	April 2025—Present
<ul style="list-style-type: none">Curate and execute multidisciplinary public programs and community events, including <i>Sound of Soul</i> and <i>Becoming & Belonging</i>, from concept through delivery.Manage full-cycle event production, including logistics, run-of-show planning, partner coordination, and on-site execution.Produce and support marketing content to promote programs and grow audience engagement across digital platforms.	
Assistant Manager, Marketing & Content American Alliance of Museums, Arlington VA	Sept 2023—April 2025
<ul style="list-style-type: none">Supported national programs & public-facing initiatives through content development, communications, & cross-functional coordination.Managed organizational calendars, workflows, and timelines using Asana and Airtable, reducing turnaround time by 30%.Produced newsletters, donor communications, & campaign materials supporting six-figure fundraising & engagement efforts.Collaborated with program staff, educators, and leadership to support events, campaigns, and member-focused initiatives.	
Emerging Artist Liaison The Arts Family (TAF) X Sotheby's Institute Mentorship Program, Remote	Sept 2023—Jan 2024
<ul style="list-style-type: none">Supported a mentorship & incubator-style program, guiding 12 artists through portfolio development & exhibit readiness.Coordinated communications, scheduling, and digital content to increase program visibility and participation.	
Marketing & Social Media Associate National Museum of African American History and Culture, Washington DC	Jun 2023—Sept 2023
<ul style="list-style-type: none">Supported public programs and exhibitions through marketing, outreach, and digital content creation.Assisted with event coordination, guest engagement, and communications for major museum programs.Collaborated across departments within Smithsonian workflows to support timely program execution.	
Gallery Associate Georgetown University Art Galleries, Washington DC	Aug 2022—Jan 2023
<ul style="list-style-type: none">Coordinated exhibition logistics, artist and lender communications, and installation support for rotating exhibitions.Supported public programs, visitor engagement, and front-of-house operations.Assisted with outreach materials that contributed to media coverage in <i>The Washington Post</i>.	
Lead Art Instructor Tephra ICA, Reston VA	Jun 2022—Aug 2022
<ul style="list-style-type: none">Designed and taught visual arts curricula integrating museum education and community engagement.	
Co-Curator The Anderson Gallery at VCU, Richmond VA	Aug 2021—May 2022
<ul style="list-style-type: none">Co-curated an exhibition on Southern identity, coordinating install, logistics, and public programs reaching 500+ visitors.	
Guest Services Associate Science Museum of Virginia, Richmond VA	May 2021—Jun 2022
<ul style="list-style-type: none">Supported visitor experience and education programs for 150+ students daily.Processed memberships and group ticketing, contributing to a 20% rise in attendance.	

EDUCATION

Georgetown University, Washington DC

Art & Museum Studies Master's Degree

Virginia Commonwealth University, Richmond VA

Arts in Mass Communications Bachelor's Degree

SKILLS

Event Ideation and Creative Programming	Run-of-Show and On-Site Execution
Full-Cycle Event Production	Program Marketing and Promotion
Community Engagement and Member Experience	Cross-Functional Collaboration
Cultural Programming and Curation	Project Management and Scheduling
Talent, Speaker, and Partner Coordination	Audience Feedback and Program Evaluation