

## **EXPERIENCE**

### **Operations & Exhibitions Coordinator**

Jan 2026—Present

Hamiltonian Artists, Washington, DC

- 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

- Curate and execute multidisciplinary public programs and community events, including [\*Sound of Soul\*](#) and [\*Becoming & Belonging\*](#), 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**

Sept 2023—April 2025

American Alliance of Museums, Arlington VA

- 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**

Sept 2023—Jan 2024

The Arts Family (TAF) X Sotheby's Institute Mentorship Program, Remote

- 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**

Jun 2023—Sept 2023

National Museum of African American History and Culture, Washington DC

- 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**

Aug 2022—Jan 2023

Georgetown University Art Galleries, Washington DC

- 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 *The Washington Post*.

### **Lead Art Instructor**

Jun 2022—Aug 2022

Tephra ICA, Reston VA

- Designed and taught visual arts curricula integrating museum education and community engagement.

### **Co-Curator**

Aug 2021—May 2022

The Anderson Gallery at VCU, Richmond VA

- Co-curated an exhibition on Southern identity, coordinating install, logistics, and public programs reaching 500+ visitors.

### **Guest Services Associate**

May 2021—Jun 2022

Science Museum of Virginia, Richmond VA

- 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