

JANETTE ANNE SANTOS

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JanetteAnneSantos.com

EXPERIENCE

KEY OFFICE INTERIORS (apr 2015 - present)

Assistant Office Manager

- * Supported daily operations of all staff and office.
- * Communicated with clients, manufacturers, and installers.
- * Created purchase orders.
- * Currently spearheading the company's website redesign.

POST EXCHANGE ART PROJECT (may 2015 - present)

Marketing Coordinator / Board Member

- * Collaborated with team members in creating a marketing presence.
- * Created the project website.
- * Developed outreach to various postage art communities and organizations.

GALLERY 224 - HARVARD UNIVERSITY (sep 2014 - apr 2015)

Gallery Administrative Support

- * Assisted in the installation and curation of exhibits.
- * Liased with local art critics and publications.
- * Generated and organized artist contracts, and press kits.
- * Prepared for various workshops and symposia held at the studio.
- * Collaborated with colleagues in establishing improved departmental practices and organizational tactics.

BERKSHIRE CULTURAL RESOURCE CENTER (may 2013 - aug 2014)

- * Quickly rose up the ladder from *Gallery Intern* to *Assistant to the Director*, coordinating all programming.
- * Provided curatorial, installation, and administrative support of all summer exhibits in Gallery 51.
- * Developed extensive marketing materials (print and social media) for all Berkshire Cultural Resource Center programming.
- * Supported the coordination of public art project, DownStreet Art.
- * Developed launch of the very first North Adams Arts Commission in a team-based environment.
- * Organized events for the likes of the Berkshire Festival of Women Writers, WordXWord Festival, Tricks of the Trade, as well as performances by Show of Cards and Chronicles of Rose.

13FOREST GALLERY (jan 2013 - may 2013)

Gallery Assistant

- * Provided exhibition assistance, including research, and installation.
- * General administrative duties such as mailings and organizing.
- * Extensive artwork inventory management.
- * Created the bi-weekly newsletter for the Gallery using Constant Contact.

ONEWORLD CLASSROOMS (sep 2012 - may 2013)

Event Planning & Fundraiser Subcommittee Member

- * Provided assistance to the Boston 140 Project, a travelling exhibit featuring pieces by K-12 students from Greater Boston and around the world.
- * Planned annual fundraiser to fruition with fellow committee members.
- * Acted as a liaison between the organization and the artists, from whom I acquired artwork contributions.
- * Gathered support from restaurants across the Greater Boston area, who donated food to our fundraiser.

SURFSIDE CERAMICS STUDIO (mar 2011 - jan 2012)

Studio Assistant

- * Collaborated with studio mates on various projects.
- * Provided artistic support in-studio.
- * Gained insight into small business operations.

EDUCATION

UNIVERSITY OF MASSACHUSETTS BOSTON (2012)

- * BA in Art & Anthropology
- * Vivian Carolyn Savio Scholarship (2010)
- * Dean's List (2007 - 2012)
- * GPA 3.5

BERKSHIRE HILLS INTERNSHIP PROGRAM (2013)

- * Certificate in Arts Administration
- * Collaborative thesis work on Creative Placemaking in the Berkshires

SKILLS

- | | | |
|------------------------|-----------------------|------------------------------|
| * Constant Contact | * MailChimp | * Mainstreet Mail |
| * Adobe Creative Suite | * Adobe Acrobat 9 Pro | * Microsoft Office |
| * Wordpress | * PC & Mac OS | * Grant Writing |
| * Production | * Administrative | * Marketing & Communications |
| * Art-installation | * Non-profits | * Curation |
| * Event Planning | * Staff Management | |

References available upon request.