

# Jennifer Morningstar

## Management & Administrative Experience

**Program Coordinator/Administrative Assistant** ◦ *SCRAP (Scrounger's Center for Reusable Art Parts)*, San Francisco, CA Sept 2007 –

- Coordinate, curate, and install SCRAP's annual exhibition; includes forming committee, locating venues, selecting jury, managing artist submissions and communications, and creating PR.
- Schedule and facilitate creative reuse workshops – 22 per year
- Update website and event blog; produce promotional materials; coordinate volunteers and work with staff to support programs.
- Manage data for quarterly and yearend reports; maintain mailing/donor lists.

**Membership Director/Acting President** ◦ *Morongo Basin Cultural Arts Council (MBCAC)*, Joshua Tree, CA, May 2005 – Feb 2007

- Duties included facilitating monthly board meetings, promoting the organization, generating funding, and giving presentations at quarterly Artist Gatherings.
- Maintained and grew membership; processed renewals and fees.

**Director** ◦ *Lee Arts Center*, Cultural Affairs Division, Arlington, VA, March 2000 - Oct 2004

- Orchestrated a temporary one-year move of studio facilities for building renovations cooperating with various county departments.
- Generated support materials including quarterly brochure.
- Developed and managed the programs, budgets, and day to day operations of the Lee Arts Center –
  - Open Studio Program - Ceramics and Printmaking Facilities
  - Master Workshops Program
  - Lee Arts Center Gallery
  - Ellipse Fine Crafts Coop
  - 1<sup>st</sup> Saturdays Art Market
  - Intern and Resident Artist Program
- Carried out special projects as assigned –
  - Coordinated art exhibitions in Arlington's Central Library
  - Provided workshop space, support, and artist instructors to the Smithsonian Associates and Arlington Public High Schools
  - Facilitated workshops, exhibitions, and events with artists from partnering international "Sister Cities"

**Manager** *Foliograph Gallery*, Old Town Alexandria, VA, 1997 - 2000

- Managed a custom frame and original art and print gallery.

**Production Manager** *Karen Donleavy Designs*, Los Angeles, CA, 1994 - 97

- Managed a small handmade ceramics business from taking orders through production to shipping. This included trimming, glazing, and gas firing porcelain wares.

**Printer/Shop Technician** *Josephine Press*, Santa Monica, CA, 1994-96

- Assisted artists with etching and relief printmaking works.
- Supervised and aided artists in weekly "Open Studio Print Night".

## Other Visual Arts Experience

**Gallery Assistant** ◦ *Donna Seager Gallery*, San Rafael, CA, 2008-2009

**Grants Assistant** ◦ *Earthworks Now*, Site-specific International Biennial, Copper Mountain College, Joshua Tree, CA, 2006

**Exhibition Committee** ◦ *Morongo Basin Cultural Arts Council (MBCAC)*, Joshua Tree, CA, 2006

**Co-Curator** ◦ *Beyond Reading - Contemporary Book Arts*, *Ellipse Art Center*, Arlington, VA, 2003

**Selection Panelist** ◦ *Artswork*, Artist Selection Committee, Public Art Program, Arlington, VA, 2003

**Juror** ◦ *Arlington Public High Schools Exhibit*, *Ellipse Art Center*, Arlington, VA, 2003

**Curator** ◦ *Dumbarton Concert Series Gallery*, Georgetown, Washington, DC, 1999 - 2000

**Intern** *Women's Studio Workshop*, Rosendale, NY, 1997

## Education & Professional Development

**Bachelor of Fine Arts** Printmaking, *College of Visual and Performing Arts, Syracuse University*, Syracuse, New York - 1992

Workshops and Training

**The Foundation Center**, San Francisco, CA 2007

- Grantseeking Basics: How to Approach a Foundation

**McCallum Theatre Institute**, Palm Springs, CA 2006

- Aesthetic Education: *Awakening the Imagination*

**Resource Center for Non-Profit Management**, Moreno Valley, CA 2006

- Capacity Assessment & Sustainability Planning
- Board Development Training

Conferences and Symposiums

- **San Francisco Bay Area Arts Town Hall** ◦ 2008
- **CALAA Statewide Conference**, "Connecting, Contemplating, Creating" ◦ 2005
- **CA Cultural & Heritage Symposium**, *Working Together* ◦ 2005
- **Southern Graphics Council Conference** ◦ 2003, 2002, 2001, 1993
- **NCECA - National Conference for Education in the Ceramic Arts** ◦ 2002, 2003

Computer Skills

Microsoft Office, FileMaker Pro, Adobe Photoshop, WordPress, Constant Contact, QuickBooks

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