

Arts Administrator

217-333-1102 . mplante@illinois.edu . website.com

Education

2015 BFA in Art History, University of Illinois at Urbana-Champaign, GPA 3.8

Professional Experience

Intern, Art-in-Architecture Program, Springfield, Illinois. May–August 2014

Research past projects and draft catalogue sheets for completed works. Integrate documentation into database. Document committee meetings, track budgets, and meet with stakeholders.

Intern, Urbana Public Arts Program, Urbana, Illinois. September 2013–May 2014

Assist public art coordinator in running weekend art workshops for families, manage website and social media updates, attend public art-related events and document committee meetings.

Intern, Indigo Artists Co-op, Champaign, Illinois. January 2013–May 2014

Assisted director with printed, web, and social media promotions. Provided support for exhibitions, opened and closed gallery, and greeted visitors and clients promptly and politely.

Student Ambassador, College of Fine and Applied Arts, Urbana, Illinois. January 2012–May 2013

Selected by faculty members to represent and promote the college to prospective students and parents. Collaborated with student committee in brainstorming sessions. Led campus tours and followed up with prospects, posted blog entries and Instagram photos, and assisted with mailings.

Instructor, FAA Orientation, College of Fine and Applied Arts, Urbana, Illinois. August 2012–December 2012

Selected by college administration to teach weekly one-hour classes for freshmen introducing college and campus policies, resources, and expectations. Led discussion groups and reviewed online assignments.

Awards & Honors

James Scholar, 2012–2014

Dean's List, eight semesters

Talented Student Tuition Waiver, four semesters

Volunteer Work

40North Boneyard Arts Festival, 2013–2014

DoCha Chamber Music Festival, Champaign, 2013–2014

Artists Against Aids, Champaign, 2012–2014

Habitat for Humanity, Alternative Spring Break, 2011–2014

Software Skills

WordPress Microsoft Word

Facebook Excel

Twitter PowerPoint

MailChimp