

Olivia Trestrail

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EDUCATION

University of Georgia

Bachelor of Fine Arts, Photography & Expanded Media

Athens, GA
May 2025

RELEVANT EXPERIENCE

Burnaway

Programming & Operations Intern

Atlanta, GA
January 2025-May 2025

- Assisted in securing a \$350K Teiger Foundation grant through research, writing support, and program development coordination
- Supported day-to-day operations, including the planning and execution of arts programming, exhibitions, events, and editorial initiatives
- Conducted research on contemporary artists and arts organizations to inform programming decisions.
- Collaborated with editorial and programming teams to enhance audience engagement and outreach with an audience of over 30k

The Cave at University of Georgia

Interim Manager, Assistant Manager

Athens, GA
January 2024-May 2025

- Oversaw the hiring, training, and management of 7 student workers and graduate assistants
- Managed the procurement and upkeep of audio, visual, and technical equipment along with purchasing digital imaging lab and art store supplies valuing over \$500k
- Established a community-focused environment to enhance collaboration among faculty, staff, and students
- Served on the hiring committee to select and onboard my full-time replacement

Audiovisual & Art Studio Technician

October 2022-December 2023

- Assisted in identifying audiovisual equipment needs for various projects, including darkroom, installation, photography, and graphic design.
- Used WebCheckout to manage an online inventory and checkout system

The Humid (Mark Steinmetz & Irina Rozovsky)

Studio & Workshop Assistant

Athens, GA
November 2023-May 2025

- Helped guide group discussions and critiques, fostering a supportive environment for participants to explore complex ideas about reality, imagination, and artistic expression through photography
- Supported participants in exploring photographic sequencing techniques, helping them understand how image arrangement can evoke questions, convey ideas, and create visual poetry
- Managed workshop materials and resources, including digital tools for sequencing and editing, to ensure a productive learning environment

Athens Institute for Contemporary Art

Gallery Assistant

Athens, GA
October 2022-December 2023

- Led engaging gallery tours, sharing insights on artists, artworks, and exhibition themes to enhance visitors' understanding of art.
- Engaged in collaboration with curators to create promotional materials, exhibition guides, and educational pamphlets centered on the visitor experience
- Assisted in the planning and execution of events, including artist talks, workshops, fundraising activities, and open calls, which contributed to enhancing gallery visibility and fostering community engagement

Souls Grown Deep Foundation

Digital Archiver

Atlanta, GA
Summer 2023

- Utilized Artwork Archive software to create comprehensive digital records of artwork, including detailed descriptions, dimensions, and condition reports
- Implemented standardized documentation processes for works on paper, ensuring consistency in data entry, file naming, and archival practices
- Developed and maintained detailed digital inventories of works on paper, allowing for seamless integration into institutional archives and exhibitions

SKILLS

Adobe Creative Suite, Word Press, Asana, Airtable, Artwork Archive, Microsoft Suite, WebCheckout, Linktree, Mailchimp, W.A.G.E certification, digital archiving, A/V editing & production, film photography development, darkroom printing, digital photography & printing, risograph printing, creative direction & styling, research & concept development, studio management, inventory management,