

Experienced producer driving multichannel projects, campaigns and initiatives across the art, culture and community sectors

## PROFESSIONAL EXPERIENCE

**PRODUCER**, Work Friends Studio

2024 - Current

Chicago, IL

- Drove end-to-end project lifecycle for the 2025 Chicago Art Book Fair in collaboration with Chicago Exhibition Weekend, leading production schedules, vendor and exhibitor relations, and visitor experience for 900+ attendees
- Oversaw planning and delivery for the redesign of Dust.fyi, a digital resource hub by a Chicago-based artist and social justice collective, enhancing public access to tools and action opportunities to support grassroots organizing
- Transformed research insights into actionable design and content strategies, driving improvements in accessibility, usability, legibility and user engagement
- Directed design and development of responsive web and mobile experiences using Cargo and CSS, adhering to digital accessibility standards and aligning with the collective's goals

**DIRECTOR**, Patron Gallery

2021 - 22

Chicago, IL

- Owned project timelines and task management for the end-to-end production of 15+ exhibitions and public programs, coordinating designers, engineers, and fabricators across a multi-year calendar, generating over \$1.2M in revenue
- Managed cross-functional teams of up to 10, serving as the main point of contact for artists, clients, and external institutional partners, ensuring strategic alignment and successful project delivery
- Produced content-driven activations and digital storytelling initiatives, including the [Context series](#), to elevate artist narratives and attract new and diverse audiences, increasing foot traffic and sustained, positive engagement

**MEMBER AND AUDIENCE DEVELOPMENT MANAGER**, South Side Community Art Center

2021

Chicago, IL

- Led decision-making for an organizational redesign, clarifying staff roles and responsibilities resulting in the strategic expansion of the team with 2 new hires to improve processes and support programmatic growth
- Developed new ideas for the ongoing calendar of exhibitions, programs, and content in collaboration with the executive team, translating ideas into actionable project plans
- Conducted qualitative research and synthesized community feedback that led to the adoption of a new customer relationship management (CRM) system, improving stakeholder communication and data-driven decision-making

**ASSOCIATE DIRECTOR**, Rhona Hoffman Gallery

2020

Chicago, IL

- Managed artist and client relations, coordinating communications across stakeholders and teams to ensure alignment, transparency, and quality control throughout all phases of exhibition production
- Owned project timelines, calendars, and task management for content and advertising strategies across, social, digital and print media, increasing visibility and engagement for exhibitions
- Supported day-to-day business operations including fabrication and material procurement, inventory management, and artwork sales, overseeing \$500K+ in revenue

- Planned and managed small and large-scale (500+) public programming from conception to execution, collaborating with community stakeholders to shape innovative engagement strategies
- Managed the production and distribution of creative assets (print, digital, and multimedia), identifying new opportunities to amplify brand story, including introducing music curation as a new interpretive medium
- Led cross-functional collaboration between design, marketing, and education teams to integrate omnichannel content into exhibitions in alignment with institutional accessibility goals

## EDUCATION

UX/UI Designer Certificate May 2025  
Designlab UX Academy

Master of Fine Arts in Literary Arts May 2018  
Brown University, Providence RI

Bachelor of Arts in African-American Studies May 2014  
Washington University in St. Louis, St. Louis, MO

## SKILLS

- Multichannel project management
- Cross-functional collaboration
- Production management
- Strategic visioning
- Digital experience management
- Partner relations
- Customer experience (CX)
- Stakeholder communication
- Budget & resource allocation
- Vendor & contractor management
- Feedback analysis
- UX/UI
- Content strategy
- Content development
- Copywriting and editing
- Storytelling

## TOOLS

- Notion
- Smartsheet
- Airtable
- CRM
- Google suite (+ Analytics)
- Adobe suite
- Figma/FigJam