

Jacob Lawrence Mandel

jacobmandel.com – info@jacobmandel.com - 1(973)417-1721

EDUCATION

NYU, Steinhardt School of Culture, Education, and Human Development, NYC

- Starting Fall 2018, MA Visual Arts Administration, Focus in Non-Profit Business

Mason Gross School of the Arts, Rutgers University, New Brunswick, 2012

- BFA in Photography, Graduated With Honors
- Minor Degree in Art History

Institute for Ethical Leadership, Rutgers University, Newark, 2017-18

- Victoria Foundation Emerging Leaders Fellowship

EXPERIENCE

Gallery Manager, Gallery Aferro, Newark, NJ

February 2013 - Present

- Responsible for the day-to-day happenings of the Gallery as well as developing production schedules for programmatic goals.
- Created comprehensive Production Breakdown and Promotion Timeline using Microsoft Excel and Google Sheets.
- Work with artists, curators, collaborators, vendors and volunteers to complete program goals, tasks, and deadlines.
- Created 2018-2020 ADA Plan and is collaborating with Newark Arts to create an ADA Advisory Board accessible to all arts organizations in Newark
- Represents Gallery Aferro in Artpride NJ's Diversity, Equity, and Inclusion Committee
- Lead Installer for Main Gallery exhibition installations, in charge of maintaining supply of hanging hardware, tools, and materials.
- Manages all artwork deliveries and pick-ups.
- Responsible for overseeing Intern's day-to-day projects and goals.
- Aids in overseeing and/or doing most building improvement projects.
- Create Artist Takeaways for each exhibition/artist using Adobe Photoshop and InDesign.
- Maintain all Gallery Aferro related websites via Wordpress.
- Update and issue Consignment Agreements with exhibiting artists/curators.
- Lead of Art Handling for Annual Benefit Fundraiser.
- Additional tasks include; orienting key holders; writing exhibition copy for press materials; managing public events and private event rentals; maintaining stock of cleaning & office
- Started at Gallery Aferro as Curatorial Intern in May 2012.

Co-Founder and Administrative Director, Collaborate Audio Lab, Newark NJ

November 2014 - March 2017

- Aided in the conception of the organization in collaboration with Spencer Frohwirth, Emma Wilcox, and Evonne Davis, as well as others.
- Collaborate on grant applications including deadline management and writing.
- Aid in production of events, programmatic goals, and press materials.

Judge & Administrator of Judging the Scholastic Art and Writing Awards

January 2016, 2017 & 2018, Hosted by Gallery Aferro

- Responsible for coordinating volunteer panels to judge Scholastic Art and writing Awards submissions by high school aged artists from across the country.
- Managed all deadlines and panel trainings for proper compliancy to the Scholastic Art and Writing Awards specifications.

CURATORIAL EXPERIENCE

Elevator Music 4, 2018

Elevator Music Installation @ Gallery Aferro, Newark NJ

- Originated and organized open call for artists
- Processed dozens of applications and conducted interviews
- Collaborated with local artist to create custom hardware for immersive exhibition experience

Only Home, Solo Exhibition by Kevin Durkin, 2017

Main Gallery @ Gallery Aferro, Newark NJ

- Conducted studio visits and extensive planning with artist.
- Organized artwork transportation, layout in gallery, and installation of over 40 artworks.
- Created consignment agreement, press materials, exhibition card, etc.

Everyone In Their Own Way, Group Exhibition, 2016

Arts Guild of New Jersey, Rahway NJ

- Organized invitation to artists and compliance with AGNJ administrative infrastructure.
- Coordinated artwork delivery, oversaw artwork layout and installation in historic building.

O.O.O.A., Performance by Oculus Art Collaborative, 2016

Main Gallery @ Gallery Aferro, Newark NJ & Summit: The High Focus Institute, Brooklyn NY

- Collaborated on conceptualizing anarchic sound art “game” inspired by John Zorn’s Cobra.
- Created unique open call for multimedia “sound object”.
- Originated game rules and guidelines for participation.
- Constructed and transported large game show style spinning wheel.

Molting, Group Exhibition, 2016

Main Gallery @ Gallery Aferro, Newark NJ

- Worked as part of a 3 person curatorial team.
- Created unique exhibition invitation for a large 15 person exhibition.
- Oversaw installation and coordinated transport to and from Gallery Aferro.
- Created consignment agreement, press materials, exhibition card, etc.

EXT+SOA, Group Exhibition with Oculus Art Collaborative, 2016

Index Art Center, Newark NJ

- Was invited to participate as artist collaborator with group of NJIT Architecture Students.
- Collaborated as a creative director in collaborating with students to design installation.
- Oversaw securing material and installation of exhibition.

Dreams Before Sleeping, Group Exhibition for Newark Open Doors, 2013

85 Market Street, Newark NJ

- Curated in collaboration with Evonne M. Davis, Artistic Director and Founder of Gallery Aferro.
- Organized open call, reviewed applications, selected artist to exhibit.
- Oversaw and assisted with transport and installation.

ADDITIONAL EXPERIENCE

Electrician at TriPoint Electric, Artist/Curator in residence with Oculus Art Collaborative, Public Speaking workshop funded by TD Bank grant through Gallery Aferro, Artist in Residence at Gallery Aferro, freelance copy work photographer, proficient with Microsoft Excel to create budgets, production schedules, and promotional timelines, experience with Filemaker Pro, Adobe InDesign, Photoshop, Lightroom, Bridge, Premier.