

Jacob Lawrence Mandel
MA Visual Arts Administration
Newark, New Jersey

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

Jacob is an artist and administrator with a deep passion for serving communities and providing support for students & artists. He has over 10 years of experience leading and collaborating in many settings, across several industries, to achieve the goals for a wide range of organizations. Jacob is sincerely invested in the work he engages in and is often seen as an integral member of the teams he works with.

Education

Steinhardt School of Culture, Education, and Human Development, NYU, NY, NY 2020

- MA Visual Arts Administration program developing professional skills focused on non-profit and business leadership practices. Courses include Development in the Visual Arts, Strategic Planning and Governance, Audience and Community Engagement, and Financial Management.
- Received the Samuel Ershborn Service Award: For superlative and extraordinary service, exhibiting the value of strong leadership in school activities.

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

- BFA in Photography, minor degree in Art History, Degree Cum Laude. Visual Arts focus with a broad scope of additional courses focusing on the history of photography, philosophy, and social evolution.

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

- Victoria Foundation Emerging Leaders Fellowship consisting of a year-long monthly non-profit leadership skill development workshops led by industry leaders. Workshops include developing personal leadership style, financial management, and strategic planning

Current Work Experience & Projects

Manager & DSO, Student & Academic Services, Sotheby's Institute of Art, New York, NY

June 2021 – Present (Started in January 2021 as Student Services Coordinator)

- Student Services primary support, responsible for registration of student data and meeting with students to guide them in their studies and assess their individual educational needs.
- Designated School Official (DSO) responsible for coordinating international student data with SEVIS to issue I-20 and advise students on securing F-1 Visas, OPT, & CPT.
- Track FERPA protected information and reporting to the NYSDOH on vaccination status of all students.
- Organized Monday project management board for entire Student Services Department.
- Originate community building events for students in distance-learning & in-person setting, including large-scale graduation event at Sotheby's Auction House.
- Partnership with Admissions Department to present to prospective students and coordinate onboarding new students with special focus on ensuring smooth transition for international student needs.
- Lead organizer of Student Ambassador program empowering students to originate community events.
- Responsible for tracking and reporting on NY-State mandated vaccination data.
- Liaise with providers outside SIA to offer mental wellness and ESL workshops for students.
- Collaborate on multi-national educational partnerships including in Mexico and China.
- Member of DEI Council advising internal equity practices.

Project Manager & Co-Curator, Layqa Nuna Yawar, Newark, NJ

January 2022 – Present

- Collaborate and coordinate workflow for largescale public art projects.
- Manage communication with artists including developing timeline of development and issuing contracts.
- Coordinate multi-phase community engagement process to develop concepts for artists to work with.
- Collaborate to arrange presentation items for both funding stakeholders and community members.
- Research and engage with fabricators in complex workflows and arrange for multi-organizational collaborations in artwork creation and installation.
- Develop working knowledge of public engagement and safety in designing hardscapes with artwork embedded in installed stonework.
- Produce project proposals and budgets for RFPS. Develop work plans and budgets for change orders.

Director of Operations, Gardenship, Kearny, NJ

Jan 2021 – Present

- Responsible for developing infrastructure for newly established arts residency and fabrication studio.
- Support legal team in completing 501(c)(3) non-profit application. Special focus on financial reporting for Gardenship including creating pro-forma budget and strategic plan.
- Primary lead on implementing project management protocols, POs and invoices, website upkeep, grant applications, studio residency management, and public program logistics.
- Project budgets and manage financials using Quickbooks.
- Research and apply for grants from private foundations and state/federal institutions.
- Implementing social media strategy, internship program, and develop educational program.
- Originate new community programming designed to serve local communities and engage corporate partners at Kearny Point Development.

Previous Work Experience

Assistant Financial Analyst, Department of Art and Art Professions, New York University

February 2019 – May 2020

- Responsible for itemizing, preparing, and processing reimbursements through AP Workflow software. Experience with domestic and international reimbursements including managing exchange rates, per diem travel stipends, and business meals/travel.
- Involved in managing departmental invoices. Processing invoices includes on-boarding new vendors, itemizing each expense, and assigning departmental accounts for payment.
- Created collaborative, department wide, multi-million dollar budget for tracking and projecting expenses.

Development Operations Intern, The Solomon R. Guggenheim Museum, New York, NY

January 2020 – March 2020

- Aid the Development Operations team in supporting the work of the entire Development department through its database and filing system, research projects, list and mailing management, event administrative support, financial processing, donor stewardship and recognition, and statistical and analytical reporting.
- Special training in Raiser's Edge, The Museum System, Digital Asset Management, and Library Archiving.

Development Intern, The Drawing Center, New York, NY

September 2019 – January 2020

- Primary support for Development Department helping to brainstorm and implement ideas to cultivate, support, and steward new and existing donors.
- Extensive research in potential foundation support and developing TDC's new membership program.
- Responsible for tracking donors, updating gifts and data in Salesforce, and tracking gift transmittal workflows for acknowledgements and receipts.
- Support in The Drawing Center's special events including the annual fundraiser and board meetings.

Gallery Manager, Gallery Aferro, Newark, NJ

May 2012 - August 2018

- Responsible for the day-to-day operations of the Gallery as well as managing programmatic goals. Created comprehensive Production Breakdown and Promotion Timeline using Microsoft Excel and Google Sheets.
- Originated programming and curated exhibitions including off-site collaborations. Coordinated and lead tours through exhibitions and artist studios. Supported all in-house programming and educational events.
- Managed Studio Residency operations including originating open calls, fielding applications, interviewing, and onboarding new studio residents. Maintained proper safety and operations of studio facilities.
- Lead manager on all exhibition agreements, artwork shipments, and installations/deinstallation.
- Primary support for programming logistics including in-house events and rentals by community members. Events included poetry readings, fundraiser auctions, music/performing arts, yoga classes, and much more.
- Liaison between artists, curators, collaborators, vendors, interns, and volunteers to complete program goals, tasks, and deadlines. Managed tasks and timelines according to the program's specific details.
- Created 2018-20 ADA Plan including collaborating with Newark Arts to start an ADA Advisory Board. Represented Gallery Aferro in ArtPride NJ's Diversity, Equity, and Inclusion Committee.
- Grant Program Collaboration/Facilitator: Creative Capital Professional Development Program, Sustainable Arts Foundation & Scholastic Art and Writing Award.