

J a c o b L a w r e n c e M a n d e l

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Artist and administrator with a deep passion for serving artists and community. Thorough experience on the front lines collaborating to bring artists visions to life. Strong focus on organizational infrastructure and the power of visionary leadership to make for more enriching art experiences.

EDUCATION

NYU, Steinhardt School of Culture, Education, and Human Development - Class of 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, Entrepreneurial Projects in the Arts, and Financial Management at the Wagner Graduate School of Public Service.

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

EXPERIENCE

Assistant to the Financial Analyst, Department of Art and Art Professions, New York University February 2019 – Present

- Responsible for itemizing, preparing, and processing staff and student 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 through i-Buy. Processing invoices includes on-boarding new vendors, itemizing each expense, and assigning departmental accounts for payment.
- Experience developing budget reports using UDW+ to understand and collaborate on the budgetary status of multiple accounts.
- Front desk liaison responsible for welcoming all guests and staff to the department's administrative offices, as well as, directing phone calls and incoming deliveries throughout each program.

Gallery Manager, Gallery Aferro, Newark, NJ

May 2012 - August 2018

- Responsible for the day-to-day happenings of the Gallery as well as managing programmatic goals. Created comprehensive Production Breakdown and Promotion Timeline using Microsoft Excel and Google Sheets. Primary liaison between artists, curators, collaborators, vendors, interns, and volunteers to complete program goals, tasks, and deadlines.
- Created 2018-2020 ADA Plan, collaborated with Newark Arts to create an ADA Advisory Board accessible to all arts organizations in Newark. Represented Gallery Aferro in ArtPride NJ's Diversity, Equity, and Inclusion Committee.
- Created Artist Takeaways for each exhibition/artist using Adobe Photoshop and InDesign. Maintain all Aferro related websites via Wordpress. Managed most brand identity assets.
- Grant Program Collaboration/Facilitator: Creative Capital Professional Development Program, Sustainable Arts Foundation & Scholastic Art and Writing Award.
- Collaborated on fiscal sponsorships to develop new programming, including working closely on grant writing, designing programming and hosting events.

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

- Invited 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.