

# Jacob Lawrence Mandel

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

## 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.

## EXPERIENCE

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

#### **June 2021 – Present**

- 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.
- Coordinate international student data with SEVIS to issue I-20 and advise students on securing F-1 Visas.
- Originate community building events for students in distance-learning & in-person setting.

### **Interim Director of Operations, Gardenship, Kearny, NJ**

#### **Jan 2021 – Present**

- Consultancy position developing infrastructure for newly established arts residency and fabrication studio.
- Primary lead on implementing project management protocols, website upkeep, grant applications, studio residency management, and public program logistics.
- 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.

### **Undergraduate Advising Temp, Department of Art and Art Professions, New York University**

#### **June 2020 – August 2020**

- Support department faculty and staff in NASAD Accreditation application.
- Organize advising meetings with BFA Program Director using collaborative Google Calendar and Zoom.
- Supported BFA staff and faculty in student townhall events as well as maintaining confidential student data.
- Administrative support to Art and Art Professions department in course and restructuring plan for Fall 2020.

### **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, budget for tracking and projecting expenses.
- 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.

## **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.
- Managed all construction and maintenance projects including understanding building-code requirements, working with contractors, and other logistics specific to the project needs.
- 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.

## **CURATORIAL AND EXHIBITION EXPERIENCE**

### ***Process and Practice, Group Exhibition Curated by Evonne M. Davis, 2019***

#### **Gallery Aferro, Newark NJ**

- Group Exhibition survey of Gallery Aferro Studio Residency.
- Installed large scale photography installation entitled *After Tidal*.

### ***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.

### ***Respond In Kind, Solo Exhibition curated by Evonne M. Davis, 2017***

#### **Liminal Gallery @ Gallery Aferro, Newark NJ**

- Solo exhibition consisting of large-scale abstraction in contrast with smaller personal works.
- Concurrent with curating Main Gallery exhibition by Kevin Durkin.

***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.

***Après Moi, Le Déluge: Solo Series – Evolution, Contradiction, Placebo, Solo Exhibition 2013***

**85 Market Street, Newark NJ**

- Curated small-scale solo exhibitions.
- Photographic installations hanging from the ceiling and back lit with industrial materials.

***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.