

Jessica Cherry

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Jesscherryart.com

EDUCATION

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|--------------------------------------------|----------------------------------------|
| ➤ Maryland Institute College of Art (MICA) | Master of Fine Art 2017 |
| ➤ MICA certificates and concentration | Teaching certificate, Critical Studies |
| ➤ Lock Haven University (LHU) | Bachelor of Fine Art 2014 |

WORK EXPERIENCE

National Gallery of Art

Education Assistant

September 2019- Present

- Education Assistant with Art Around the Corner (AAC). Preps materials for visits and teaches in studio space. Completes research and administrative task. Assistant with prep work for classroom visits and in school/ Gallery professional development days.

National Gallery of Art

Gallery Aide

July 2018- September 2019

- As a Gallery Aide, I provide customer service to visitors with various tasks like coat check, answering questions, guiding visitors, and providing information about the Gallery events and exhibitions. In addition to customer service, I assist in protecting artworks and informing visitors of NGA policies.

Michael's Arts and Crafts, Baltimore, MD

Operations Manager

March 2015 – July 2018

- As the Operation Manager, I was responsible for running the store as effectively as possible by keeping it clean, organized and well stocked with supplies. As the main correspondent in emails, and handling phone calls with customers, distributors, and executives, I excelled in my communication skills. In addition to conducting interviews for prospective workers, I trained new associates in daily responsibilities as well as retrained current associates to continue to provide excellent customer service. While completing and maintaining administrative paperwork for the store, I also created the work schedule for all team members and store calendars. Consisting of about 40 associates in the main work force and 5 members of the teaching staff, I maintained staffing for daily activities, special events, and filled in gaps with call outs. Creating the internal store calendars for events, arranging external meetings for the director, and gathering appropriate meeting materials, was a daily focus. I handled all time edits and processed payroll for the entire store. Maintaining the stores monthly budget for supplies, while ensuring the forecast for the store's income was reached or exceeded were major duties as the Operations Manager.

Grumbacher Art Supplies, Baltimore, MD

Art Instructor

May 2017- June 2018

- As a Grumbacher instructor, I taught a variety of students techniques in drawing and painting to help develop their individual skills.

Graduate Teaching Interns

Stories/ Images from Latin America with Joyce Antiagrace. Spring 2017

- During this GTI, I assisted Joyce with grading papers and leading class discussions on reading assignments.

Digital Tools for Animation with Erinn Hagerty.

Fall 2016

- My role during this internship was to assist with grading projects and providing thoughtful critiques during group and individual meetings.

Painting I with Jyung Mee Park.

September 2015- May2016

- This internship expanded through the fall and spring semesters. During this time, I assisted with grading, attendance, leading group critique, and gave feedback to all students about their work.

Freight + Volume Art Gallery, Chelsea, NY

3 Month Gallery Internship

October –January 2015

- Administrative duties (responding to emails, answering phone, organizing files, greeting guests, etc..).
- Arranging pick up and drop off dates and times for artists, buyers, and art handlers. I created consignment forms, invoices, PDF files, Press release, vinyl signs and post cards for openings and special events.
- Maintained the Gallery's art storage and created spread sheets that displayed the location of each artwork. I also sent out weekly and special event email blast using mail chimp and regularly updated the gallery's webpage.

Summer Study Programs at Penn State, State College, PA

Art Instructor and Student Advisor

Summer 2013 and 2014

- As an art teacher I introduced students to a variety of mediums and developed their understanding of art.
- I also helped to develop their skills and understanding of the elements and principles of design to create expressive well organized art works.
- As a student advisor I looked after students while in the dorms and on trips.
- Helped organize and conduct activities.

Lock Haven University, Lock Haven, PA

Student Assistant to a Professor

Sep-May 2013-2014

- Assisted art professor with various tasks (making copies, organizing materials, running errands, etc...).
- Gallery Assistant in charge of creating show cards, setting up, and de-installing art shows.

St. Luke's Summer Day Camp, Bronx, NY

Camp Supervisor

Summer 2011& 2013

- Coached and motivated camp counselors.
- Organized and maintained files for freshman campers (ages 5-7).
- Organized field trips and daily activities.
- Created and implemented various art projects to educate and cultivate campers creativity.

Lock Haven University, Lock Haven, PA

Office Clerk

September-May 2009-2012

- Signed students, visitors, and school supplies in and out.
- Maintained cash box.

St. Luke's Summer Day Camp, Bronx, NY

Camp Counselor

Summer 2007-10

- Monitored campers on facility grounds and during field trips.
- Prepared snacks and lunches.
- Maintained camp facilities.

Belton Associates, Upper Marlboro, MD

Office Assistant

Summer 2009

- Coordinated and scheduled appointments for associates.
- Received and distributed any incoming mail/packages to the appropriate staff members.

- Answered phone calls and greeted visitors.
- Performed secretarial and administrative duties such as organizing the office, sending emails, filing, typing, scanning, faxing, and copying documents.

Congressman Albert Wynn (4th Congressional District of Maryland), Upper Marlboro, MD
Student Internship Spring 2006

- Assisted in the coordination of the student leadership workshops.
- Received and distributed any incoming mail/packages to the appropriate staff members.
- Answered phone calls and greeted visitors.
- Performed secretarial and administrative duties such as organizing the office, sending emails, filing, typing, scanning, faxing, and copying documents.

Selected Group Exhibitions

2019

- Compact Assembly, Walter Otero Contemporary Art, San Juan, PR.

2018

- Mind Spaces, Aside Gallery, Baltimore, MD.

2017

- In My Room, Linden Gallery, Baltimore, MD.

2017

- Conversing Through Text, Fox3 Gallery, Baltimore, MD.

2017

- Spitting Distance, Lydia Gallery, Baltimore, MD.

2016

- This=That=This, Lydia Gallery, Baltimore, MD

2015

- Juried Group Show, Greenpoint Gallery, Brooklyn, NY

2014

- Regional Art Exhibit, Train Station Gallery, Lock Haven, PA. Honorable mention

2014

- Student Senior Show. Sloan Gallery, Lock Haven, PA.

2014

- Student Juried. Sloan Gallery Lock Haven, PA. Despoil- first place painting.

2014

- Earthworks Group Expiation. Train Station Gallery, Lock Haven PA.

2014

- Then, Now and in Between Group exhibit. Train Station Gallery, Lock Haven, PA

2013

- Student International Show Bentley Gallery, Lock Haven, PA. Tired place photo.

Skills

- Photography, painting, drawing, and sculpture.
- Proficient in Microsoft Word, Excel, Power Point, Photoshop, and other Adobe programs.
- Organizational skills and detail orientated.
- Can operate power tools safely and effectively.
- Practiced in building stretch canvas and frames.
- Knowledge of cutting mats for artwork.

REFERENCES

Dominick Kean
Store Manager at Michael's Arts and Crafts

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Leslie Belton
Senior Accountant at Belton Associates

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