

Mary Eddy
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EDUCATION
BFA Fine Art and with a minor in
Graphic Design
College for Creative Studies 2014

EXPERIENCE

Detroit Institute of Art

(May 2015 - present)
Detroit, MI

Museum House Manager in Public Programming

On site management of setup, operations and volunteer usher staff associated with public programs (lectures, films, music and other performances).

This position works with DIA Security, Building Operations, Audio Visual, Volunteer Ushers committee, Visitor Services and Collections Management. The objective of this position is to insure consistent delivery of technically safe operations and courteous front-of-house service.

The Scarab Club

(June 2013 - June 2015)
Detroit, MI

Director of Rentals

Project management of events and rentals. Duties included, managing crews, event logistics, communication and consultation with clients and contractors—including caterers and performers, overseeing rental of space from initial contact to the closing of the space, hiring and scheduling of staff, writing invoices and receiving payments. Event promotion including graphic design and social media. Event experience includes, dinner lectures, weddings, corporate meetings, Chamber music, punk rock concerts, poetry readings and more.

HATCH

(Sept. 2014 - Sept. 2015)
Hamtramck, MI

Art Curator at Cafe 1923

Curating shows including finding exceptional artists, communication, hanging shows and designing show cards.

College for Creative Studies

(Sept. 2013 - May 2014)
Detroit, MI

Teachers Assistant

Collaborating on development of class curriculum, teaching classes and managing trips. Photographing and documenting the course throughout the year.

Skyline Camp and Retreat Center

(Summer of 2011 - 2013)
Almont, Michigan

Counselor

Working and living on-site for differently-abled campers — ranging from teens to eighty years of age — in addition to underprivileged and disadvantaged youth. Duties included planning, leading and facilitating trips and activities.

SKILLS

Studio : Painting, fiber arts and pattern making, woodworking, metals, letterpress printmaking, mold making and ceramics.

Software : *Adobe:* Photoshop, Illustrator, Indesign and After Effects
Microsoft: Word, Excel and PowerPoint