

Alison Cottingham ac@sabre88.com | (973) 640 0869

Relevant Experience

Interim Manager, Peter Westbrook Foundation New York, NY | *December 2023 – Present*

- Managed weekly attendance, moderated meetings, and did various other administrative tasks
- Managed enrollment and de-enrollment using Google Sheets, Sawyer, Hello Insight, and IXL
- Served as a contact point for parents with children in the program and provided answers to any questions they had in person, over the phone and via email

Gallery Intern, Hannah Traore Gallery, New York, NY | *September 2023 – Present*

- Conducted research on artists, collectors, and curators to improve the gallery's reach
- Set up for events at the gallery
- Served as a welcoming first point of contact for visitors at the gallery's front desk and informed them about exhibits on view

Teaching Artist, Girl Be Heard, Brooklyn, NY | *September 2023 – Present*

- Facilitated a weekly 3-hour visual arts workshop for students aged 16-21
- Created lesson plans for short and long-term visual arts projects to support the organization's mission of integrating art with activism

Farmer's Market Vendor, Junbucha, Saratoga Springs, NY | *June 2023 – August 2023*

- Drove to and from market, set up the market stall, organized products to make the booth appealing, and encouraged customers to visit
- Explained the product to customers, and conducted cash and credit card transactions using Square

Education Intern, Tang Teaching Museum, Saratoga Springs, NY | *June 2023 – August 2023*

- Organized family programs for groups of 20-30 children aged 5 and up
- Facilitated workshops making art based on pieces from the museum's collection
- Trained in Visual Thinking Strategies (VTS)

TANG Guide/ Gallery Monitor, Tang Teaching Museum, Saratoga Springs, NY | *June 2023 – August 2023*

- Served as the first point of contact for guests at the museum
- Worked at the museum's front desk and outside of gallery spaces greeting patrons and answering any questions they had about the exhibits on view
- Researched and provided tours based on exhibits
- Attended training on VTS, curation, and exhibits

Public Programming Intern, Tang Teaching Museum, Saratoga Springs, NY | *Sept 2022 – May 2023*

- Provided staff support for programs, organized and set up for programs
- Coordinated via email and Slack with artists, event coordinators, and organizations to promote events
- Researched artists to design promotions for events
- Provided general administrative support

Design Intern, Tang Teaching Museum, Saratoga Springs, NY | Sept 2021 – May 2022

- Designed promotional materials for events, including posters and stickers, using Adobe Illustrator and InDesign
- Organized and hosted the museum's weekly live stream (Tang Live)

Intern, Japan U.S Friendship Commission, Washington, DC/ Tokyo, Japan | June 2021 – August 2021

- Worked with a team of artists from Japan and the U.S. to help them realize their collaborative artistic vision involving music and sound entitled "The Kata Project"
- Designed Instagram stories and posts for "The Kata Project"
- Hosted Instagram live streams to promote the work of artists in the Creative Artists Fellowship Program

Intern, J-PREP, Shibuya, Tokyo, Japan | July 2018

- Worked as a teaching assistant in english language classes, aiding the students with their pronunciation and spelling
- Designed teaching aids using the Microsoft Suite

Studio Assistant, Warlukurlangu Artists of Yuendumu, Yuendumu NT Australia | March 2018

- Co-curated an exhibit in support of the artists
- Mixed paints, stretched and unstretched canvas, and organized paintings in the studio space

Education

Skidmore College, Saratoga Springs, New York | Sept 2019 – May 2023

Bachelor of Science in Studio Art with departmental honors

Universite Paul Valery, Montpellier, France | Sept 2021 – May 2022

Spent a full academic year studying at the Universite Paul Valery in Montpellier, France

Oregon Episcopal School, Portland, Oregon | Sept 2017 – May 2019

High school diploma

Skills

Languages: Proficient in French. Microsoft Suite. Google Suite. Adobe: Illustrator, Photoshop, Lightroom, PremierPro, and InDesign. Data entry. Procreate. Slack. IXL. Hello Insight. Constant Contact. Sawyer. Salesforce. Alt text. Lesson planning. Art handling.