

Maia Lee

Maia@MaiaLee.com

Employment:

Rosenbach Museum & Library 2006 – 2009

Marketing Coordinator, October 2006 – February 2009

Design and coordinate all in-house printed pieces, advertisements, invitations/notices, exhibition and program postcards, and web pages
Provide creative direction and editing for all Development publications including seasonal Events Calendars and Annual Report
Update and maintain website, and manage redesign and content development of the website
Write and design email newsletters
Assist in planning and implementation of all marketing and PR strategies
Establish and maintain social media web presence
Pursue and establish cross-promotional relationships with other area organizations
Facilitate and coordinate media requests with publicist
Solicit advertising and sponsorship for annual Bloomsday event
Track and analyze statistics about museum and program attendance
Design, write, and analyze surveys soliciting visitor feedback
Assist with production of special projects and events
Assist in oversight of departmental volunteers and interns

Development Coordinator, January - October 2006

Assistant to the Associate Director/Director of Development
Provided development research and basic administrative support, including maintenance of database
Assisted in design of promotional materials

Locks Career Center for Women in the Arts, Moore College of Art and Design 2002 - 2005

Provided administrative support
Performed data entry, filing, bulletin editing, answered and directed incoming phone calls, and scheduled appointments as a work-study student

The Center For Emerging Visual Artists 2005

Assistant to Regional Community Arts Program Director
Assisted in curating and installation of RCAP shows
Wrote press releases, coordinated mailings, organized ticket sales, researched and analyzed grants, and functioned as an event videographer throughout internship

Esther M. Klein Art Gallery 2003 - 2004

Assisted in curating and installing of shows
Functioned as Summer Educational Outreach Coordinator
Independently guest curated Annual In-House Exhibit
Provided administrative support
Coordinated mailings, student release forms, bus pick up, food delivery, arranged for visiting artists, updated website, performed data entry, created labels, slide sheets, prices sheets, answered and directed incoming phone calls, and prepared food orders for openings through out internship

Education:

Temple University

Graduate Coursework Fall 2008

Focus: 19th-Century Art History

Moore College of Art and Design

BFA Spring 2005

Major: Studio Art with Art History Emphasis

Minor: Two-Dimensional Fine Arts, and Textile Design

Magna Cum Laude

Skills:

Highly experienced in Microsoft Office Suite, Adobe Creative Suite, Fireworks, Dreamweaver, Access, The Raiser's Edge 7, and familiar with HTML and Flash.

Extensive knowledge of Contemporary, Modern, and Non-Western Art, experienced in oil and pastel rendering of objects, portraits and figures, and various types of weaving and needlepoint.

Proficient in French

Other Activities:

222gallery / otto design group

February – December 2008

Exhibition Coordinator

Coordinate preparation and installation of gallery shows in Philadelphia and Los Angeles galleries, assist in curating, create and distribute press releases, pursue buyers and sponsors, work with artists, and manage contact lists

Affinity Resources Lawrence, KS & Denver, CO

1999 - Present

Freelance Graphic & Web Designer

Provide freelance services in website design and development, brochure design and layout, graphic design, and administrative support.

Stacey's Face Painting

2006 - 2007

Seasonal Independent contractor and face painting artist at Philadelphia Zoo

Exhibitions, Honors and Awards:

- GROUP SHOW 222gallery, Philadelphia, PA 2008
- Ten Stone Bar & Restaurant, Philadelphia, PA 2007
un(wrapped), exhibition
- Student Representative on Interview Panel, MCAD 2005
- Guest Curator – *Annual In-House Exhibit* 2005
Esther M. Klein Art Gallery - Philadelphia, PA
- Qbix Gallery, Philadelphia, PA 2005
Off The Wall, exhibition
- MCAD Presidential and Portfolio Scholarship, W.W. 2001 - 2005
Smith Scholarship, and Dean's List
- F. Fehrenbacher Leadership Fellowship 2004