

Elizabeth [REDACTED]

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Professional Experience:

Corporate Art Curator/Executive Associate

Lexington Partners, LLC New York City (Manhattan)

2007-Present

Scope of Art Program:

- Currently building a corporate art collection that includes Elaine De Kooning, Stan Gregory, Walter Plate, Hilla Rebay and Sohan Qadri.
- Developed and managed customized database for art collection
- Developed and wrote art catalogue (in process)
- Selected and evaluated art for acquisition
- Manager of acquisitions, conservation and museum and special exhibition loans for managing partner's private art collection, which include works by Gustav Klimt, Picasso and Egon Schiele

Other duties:

- Coordinator for private family foundation
- Special Events coordinator for company events as well as private events (managing partner)
- Special projects for managing partner

Program Officer

Provisions Library/Gaea Foundation

Washington D.C./New York City

2006-2007

- Established New York office for Gaea Foundation/Provisions Library
- Updated foundation website and wrote new website content.
- Maintained active lists of fundraising contacts/donors.
- Collaborated with Executive Director on fundraising strategies.
- Research on modern and contemporary artists/NY exhibitions/galleries for foundation art collection.

Adjunct Instructor

New York University

Tisch School of the Arts

Fall 2004 – Spring 2007

- Taught undergraduate courses in performing arts part-time fall and spring semesters

Staff Supervisor and Art Collection Manager

Edward and Caroline Hyman

Feb. 1999-Dec. 2005

Scope of Art Program:

- Managed private art collection which included antiquities, old master paintings, contemporary and pop artists including Giovanni Battista Tiepolo, Piranesi, Andy Warhol, Jim Dine, Francesco Clemente, Cai Guo-Qiang and Lisa Yuskavage
- Negotiated purchase prices on behalf of employer
- Performed due diligence on potential acquisitions
- Oversaw conservation for selected artwork
- Administered art insurance

Other duties:

- Event coordinator for fundraisers, parties, and dinners
- Edited and collaborated on grant proposals and foundation proposals.
- Managed staff for four residences. Hired and trained assistant for Manhattan residence.

Education

- Bachelor of Arts, New York University, Gallatin School of Individualized Study.
- California Institute of the Arts

References

Available upon request.

