

Christina Poindexter

Brooklyn, NY
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Art and image-based specialist with documented experience in arts administration and commercial image making. Passionate for developing strong visual content while supporting organization objectives. Comfortable working in a variety of environments from classroom, office, and photo studios. Thrives in a collaborative environment; confidently works independently.

SKILLS

Fine Arts

Start to finish exhibition planning

Correspondence with printers, magazines, and publishing houses

Content creator for press and social media

Keen eye for layout and design

Client Liaison

University Instructor

5 years remote instruction

Taught and mentored multiple 30-70 student classrooms

Emphasis on art practices that advocate environmental awareness

Commercial Imaging

5+ years working in commercial photo studios in New York City & Florida assisting photographers, set stylists, and producers

Technical

Adobe: 10+ years Photoshop & Bridge

Capture One

iMovie

Database Management:

Gallery Manager

FileMaker

Art Base

Drop Box

Google:

Drive, Slides, Sheets

Microsoft:

Word, PowerPoint, Excel

Website Management:

Squarespace

Campaign Monitor

Communication:

Zoom

EXPERIENCE

Jane Lombard Gallery, New York, NY

Gallery Assistant | March 2022 - current

Philippe Labaune Gallery, New York, NY

Gallery Manager | February 2021 - October 2021

- Assisted owner in the ground up creation of a new art gallery in Chelsea
- Crafted six exhibition press releases; co-curated and assisted in the layout of six exhibitions
- Built content for social media and bi-monthly email campaigns to the public, clients, and press
- Assisted in sales and client invoicing
- Oversaw handling of artwork and storage
- Managed database of artwork image files on MacOS Server and use photoshop to correctly size, convert, and store image files according to outlined structure.

Betsy Senior Fine Art/Senior & Shopmaker Gallery, New York, NY

Gallery Assistant | July 2019 - May 2020

- Supported Betsy in creating large-scale artwork-acquisition proposals for corporate clients including Fortune 500 companies
- Artwork image editing, website and database management
- Organized and managed inventory for corporate art collections
- Worked with art advisors in acquiring art works for clients

Yancey Richardson Gallery, New York, NY

Gallery Assistant | February 2016 - March 2020

- Image database management for over thirty internationally recognized artists
- Assist to preparator in deinstall and installation of exhibition and transport
- Assisted owner and gallery associates with sales support, presentations, exhibition and art fair prep and execution
- Maintain the physical storage area and follow protocols for proper art handling and storage.

ADDITIONAL

Florida State University, Remote

Online Course Adjunct Instructor & Mentor | January 2015 - August 2021

- Remote instructor for courses: *Art & Environment* and *Contemporary Art as Mirror*
- Implemented course assignments and graded online curriculum
- Student end of year project included a virtually curated exhibition, and artist

Freelance Photo Assistant

Various clients | January 2015 - December 2019

- Assist photographers in studio and on location with lighting and props

EDUCATION

Florida State University

Master of Fine Arts, Studio Art | August 2009 - May 2012

University of Central Florida

Bachelor of Science, Photography | August 2005 - May 2008