



Erin Willett

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EDUCATION

Master of Art + Design, 2022
North Carolina State
University
Awarded Excellence in Design

Bachelor of Fine Arts, 2011
Virginia Commonwealth
University
Painting, Printmaking,
Sculpture
Magna Cum Laude

PROFICIENCIES

Technical Experience:

- Microsoft Office
- Adobe Creative Suite
- HTML, CSS, Java, Web Design and Development
- AutoCad, 3DsMax, Maya, Sketch Up, Blender, Substance
- Unity, C#
- Adobe XD, Figma
- Quickbooks

EXPERIENCE

Graduate Extension Assistant
NC State University, Hill Library, Innovation Studio, Raleigh, NC
May 2020 – Present

The Innovation Studio within the Learning Spaces and Services department is part teaching space and part interactive exhibition space. It includes a digital platform that is continually highlighting the innovative work being done in the NC State community. It features an interactive media projection system as well as a robust teaching program focused on the education of innovation methods and design thinking. My main objectives are to:

- Assist with and plan exhibitions and programs that reinforce the mission of presenting exceptional, innovative work created by NC State students and faculty.
- Coordinate with students and faculty to gather information, media, and exhibition content and to generate exhibition design that best highlights the work.
- Organize and prepare exhibition material for installation including managing spreadsheet of information, copy editing content language, and editing sound, image, and video files to work within the constraints of the interactive system.
- Create installation layouts, program the content management system with the exhibition material, and implement layouts within the space.
- Utilize my exhibition design background to assure a high quality, refined exhibition experience for viewers.
- Fabricate and coordinate exhibition display elements such as cases, printed elements, cord covering, etc.
- Work with external relations to create archival and promotional photos, videos, web, and marketing content.
- Act as a spokesperson for the Innovation Studio in promotional capacities.
- Troubleshoot technological issues related to the installation and digital content management system.

Gallery Coordinator & Operations Manager

1708 Gallery, Richmond, VA

January 2016 – August 2020

1708 Gallery is non-profit space focused on expanding the understanding and appreciation of contemporary art for the public and creating opportunity for artistic innovation. For over 38 years, 1708 Gallery has brought exceptional new work to Richmond. My accomplishments include:

- Coordinating the installation and de-installation of exhibitions, including preparing contracts and other administrative materials; creating and adhering to timelines; procuring needed supplies, volunteers, and rentals; coordinating shipping and receiving; co-planning and managing logistics of exhibition related events; and arranging documentation.
- Acting in a key administrative role by handling daily office requirements; obtaining licenses; preparing thank you letters and donor solicitation for review by the Executive Director; coordinating with printing companies for promotional material, fielding email inquiries, and keeping office equipment functional and up-to-date.
- Helping with promotion and marketing by updating the company website; posting to online calendars and call for entry sites; promoting through social media; coordinating marketing schedules for events and exhibitions; and managing distribution of posters and flyers.
- Managing the gallery's internship program by soliciting, hiring, supervising, scheduling, and delegating tasks to interns. Heavily focused on the pedagogy of the internship and teaching core concepts of contemporary art practices, gallery and nonprofit management.
- Maintaining databases and archives by updating various contact lists; managing the donor database by recording donations, sales, and sponsorships; maintaining a press and exhibition archives, directory of Board members, and archiving Board meeting minutes.
- Assist with payment schedule and organization of bills, invoices, and receipts. Correspond with customers for payment of invoices; correspond with vendors for quotes and resolution of payments; act as a liaison for insurance brokers.

InLight Richmond Project Manager

1708 Gallery, Richmond, VA

August 2012 – November 2015

InLight Richmond is 1708 Gallery's annual public, light-based art exhibition including performances, installations, sculptures, interactive projects, and a Community Lantern Parade drawing crowds of up to 23,000 each year. My accomplishments include:

- Adhering to and negotiating with city public and police departments regarding permits, regulations, public lighting, rerouting traffic flow, and security.
- Managing artists' needs including hotel accommodations, artist contracts, exhibition locations, volunteer needs, and needed supplies.
- Managing vendors including food vendors; event supply vendors; and working with production companies to set up power supply, video, and sound amplification for specialized light-based artworks.
- Working with independent property owners to facilitate single night use of their space.
- Notifying properties and businesses affected by the event and participation in the event.
- Adhering to budget requirements and maintaining organization of event logistics.
- Overseeing and participating in event production including hiring day-of staff and overseeing volunteer duties and requirements.