

# JENNIFER SEAS

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she/they  
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## CREATIVE PROJECT MANAGER

Dynamic collaborator with outstanding results leading teams and forging partnerships that facilitate experimentation and innovation while supporting shared values, transformative encounters, and mutual growth.

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## EDUCATION

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2012	MFA in Visual Art Washington University in St. Louis St. Louis, MO
2007	BA in Fine Art and Psychology Northeastern Illinois University Chicago, IL

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## RELEVANT SKILLS

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Expert at managing complex project timelines to completion by removing obstacles, managing risk, and empowering teams.

Creative and agile problem-solver adept at building rapport and trust amid collaborators with potentially competing agendas.

Confident and experienced in managing virtual and live events.

Extremely organized with strong attention to detail and seemingly relentless optimism.

Proficient in Microsoft Office Suite, Google Suite, Adobe Creative Suite, Wordpress, and Asana

## PROFESSIONAL EXPERIENCE

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2020-           DIRECTOR,  
                    TABLE ARTS CENTER

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- Organize museum-quality exhibitions with a two-year planning horizon and \$500,000 operating budget while managing relationships with international collaborators, community partners, internal staff, and independent contractors.
- Deliver quality interdisciplinary programming under budget while managing cross-functional dependencies and initiating free admission to all programs for all audiences.
- Maintaining 33 existing partnerships, adding 27 additional campus and community collaborators, and improving the museum's programming, visual appeal, and status in the field.
- Oversee catalog publication projects and author long-form curatorial essays as well as accessible interpretive texts for exhibition design, social media, and publications.
- Manage acquisitions and secure gifts for the museum's permanent collection, including seventeen major artworks from two private donors and three foundations.
- Teach courses for the honors college, music department, and department of art + design.
- Conducted a marketing audit, wrote a comprehensive communications plan including new brand standards and style guide for website, social media, email, and print communications, implemented changes, and began collecting statistics and analytics to track progress, trends, and growth.
- Grew newsletter recipients by 5 percent, increased average reach across all social media platforms, increased interactions on FB by 24 percent, and increased interactions on Instagram by 140 percent.
- Managed a \$142,300 strategic gallery renovation and capital improvements project.
- Wrote grants to receive funding supporting collaborative public projects with two colleges.

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2016-19 ASSISTANT CURATOR,  
H&R BLOCK ARTSPACE

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- Oversaw installation of exhibitions and managed independent contractors, and supervised a staff of 7 employees, fellows, and interns.
- Developed programming that served an institutional mission, growing programming and audience by approximately 20%.
- Contributed to strategic planning toward the institution's 20th anniversary, which included a creative audit and evaluation of the mission language, programming focus, and audience development and communication strategies.
- Built project budgets, managed spending, and wrote grants and reports for funding and support.
- Reimagined data collection for reporting and prepared an annual institutional effectiveness report.
- Developed and managed an institutional communications strategy, coordinated a website and brand redesign, and trained new communications staff.

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2014-16 CURATORIAL ASSISTANT,  
PULITZER ARTS FOUNDATION

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- Organized the *2016 Small Press Expo Kickoff*.
- Co-curator of *Ellipsis* and co-author of the exhibition's publication.
- Expertly managed projects like *Kota: Digital Excavations of African Art* and *Medardo Rosso: Experiments in Light and Form*, which included coordinating with multiple guest curators, artists' family estates and studios, and seven internal departments to develop an exhibition timeline and successfully meet deadlines to mount the first museum exhibition dedicated to Kota reliquary figures, exhibitions of nearly 100 artworks, a study day with MoMA curators and conservators, and four publications.
- Managed the department's organizational and administrative tasks, conducted

research, compiled artist and object files, and supervised research interns.

- Wrote loan letters, board reports, exhibition descriptions, gallery assistant training manuals, and other communication materials, and gave tours of exhibitions to special groups.
- Assisted in developing future exhibition, programming, and publication ideas.

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2012-14 FEATURES EDITOR,  
PIECRUST MAGAZINE

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- Reimagined and implemented a new structure for the biannual art and literary magazine upon the departure of one of the co-founding editors.
- Determined the theme of each issue, contributed to the selection of contributors, and developed recurring features, including an interview and *Letter from a Young Artist*.
- Assisted in the hands-on production of the magazine, which included a letterpress printed cover, ephemera inserts, and one handmade print per issue.
- Produced biannual release events that featured live printing, poetry readings, and performances, and represented the magazine at various conferences and media outlets.

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## SERVICE

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- 2016- Advisory Board Member,  
North American Hand Papermakers
- 2022- Board Member,  
Coles County Arts Council
- 2023 Career Pathways Working Group,  
Charleston High School
- 2016-19 Teaching Assistant,  
CLO Midnight Farm Therapeutic  
Horseback Riding for Children with  
Special Needs
- 2012- 16 Volunteer,  
Longmeadow Rescue Ranch
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