

# CHRISTIAN ORTIZ

Dedicated arts administrator and educator with 3 years experience in gallery management and 15 years experience in the arts education and non-profit work, with a focus on social justice and community-driven missions. Adept in networking with youth and families, artists, educators and partner organizations; effectively planning, organizing, and promoting exhibitions, programming and events; and overseeing day-to-day operations.

## EDUCATION

### **School of the Art Institute of Chicago, Chicago, IL — *Master of Fine Arts, Fiber and Materials Studies***

AUGUST 2015 - MAY 2017

### **Northern Illinois University, DeKalb, IL — *Bachelor of Fine Arts, Fiber Studies***

AUGUST 2004 - MAY 2010

Magna Cum Laude

### **Northern Illinois University, DeKalb, IL — *Bachelor of Science in Education, Art Education***

AUGUST 2004 - MAY 2010

Magna Cum Laude

## EXPERIENCE

### **Weinberg/Newton Gallery, Chicago, IL — *Gallery Manager***

APRIL 2020 - DECEMBER 2023

#### **Exhibitions**

- Facilitated the install/deinstall of exhibitions.
  - Hired and supervised preparators, maintained supplies/tools, refined gallery specs and inventory documents, researched and liaised with production contractors, and provided hands-on support.
- Researched and developed an understanding of the artists and their work, the partner organization and their social justice mission so as to disseminate that information to our constituents.
- Primary liaison for exhibiting artists and program participants
  - Distributed and collected contracts, obtained artwork/performance logistics, planned artwork delivery, and arranged travel itineraries.
- Mediated with clients, artists, and staff to execute artwork sales.
- Handled logistics of, and represented the gallery at, EXPO Chicago.

#### **Programs & Events**

- Oversaw event logistics for gallery programming and partner/nonprofit

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## SKILLS

Office: MS Office (Word, Excel, Powerpoint), Google Workspace (Docs, Sheets, Slides, Forms, Analytics, Admin)

Design: Canva, WordPress, Wix, Later.

Administrative: ADP, QuickBooks, Tock, Zoom Webinar, FileMaker Pro, Canvas

Communications: Instagram, Facebook, Twitter, Vimeo, YouTube, MailChimp, ConstantContact

Hard & Soft Skills: Database Management, Problem Solving, Teamwork, Organization, Self Management, Leadership and Mentoring, Active Learning, Project Management, Copy Writing & Editing, Grant Management, Budget & Accounting, Assessment

## LANGUAGES

English & Spanish Proficiency

## AWARDS

3Arts Make a Wave Grant 3Arts, Chicago, IL 2017

events.

- Reviewed space requests, coordinated with nonprofit program partners, provided facilities support, set up tech, coordinated catering, managed tablespace rentals, and supervised event staff.
- Collaborated with the Learning team to develop educational activities.
- Assisted the development of, and later managed, the gallery's first social justice artist-in-residence program, *Art & Advocacy*.
- Researched and implemented new processes to support continued work during COVID, including setting up and managing webinar streaming, online reservation system, and health and safety measures.

#### **Administrative**

- Researched and executed business compliance requirements (e.g., labor posters and sexual harassment training) and maintained business permits and licences.
- Onboarded new hires, managed employer benefit accounts, and mediated staff benefits inquiries.
- Managed the gallery's primary phone and email accounts and responded to all general inquiries.
- Provided personal assistance to the gallery owner, including developing his artist website, coordinating travels, and mediating and providing IT assistance for home and studio locations.

#### **Accounting**

- Managed and tracked exhibitions, events, education and office expenses
  - Maintained general ledger, compiled and presented financial reports, and provided budgeting recommendations.
- Processed gallery bills, invoices, artist honorariums, independent contractor timesheets, and staff payroll.
- Partnered with accounting consultants to collect and file tax forms.

#### **Communication**

- Supported gallery communications by generating copy and graphics, scheduling posts, or copy editing newsletters, social media, and press releases.
- Maintained communications with public relations consultants and various media outlets to promote exhibitions and programming.
- Implemented communications reports to track audience engagement of our social media accounts, website, and newsletter.
- Oversaw the migration of the gallery server and staff emails from Rackspace to Google Workspace.

#### **Facilities**

- Organized and maintained in-house and external storage and supply spaces.
- Coordinated building service/repair/contract work, including project managing fire alarm system installation.
- Processed shipment receiving and delivery of artworks, gallery mail, and supply orders.

**Eager Grant (Project: Art(x)ivers: Alternative Methods of Archiving Art)**  
School of the Art Institute of Chicago, IL, 2016

**World Less Traveled Grant**  
School of the Art Institute of Chicago, IL, 2015

**Anne Wilson/Joan Livingstone Graduate Merit Scholarship**  
School of the Art Institute of Chicago, IL 2014

**World Less Traveled Grant**  
School of the Art Institute of Chicago, IL, 2015

**Joyce Foundation Scholarship**  
Hyde Park Art Center, Chicago, IL, 2013

**3Arts Teaching Artist Honorable Mention Recognition** 3Arts, Chicago, IL, 2015

**World Less Traveled Grant**  
School of the Art Institute of Chicago, IL, 2015

**Elena Prentice Scholarship**  
Haystack Mountain School of Crafts, Deer Isle, ME 2013

**USOAR Grant (Project: Global Connections: Study of Culturally Diverse Approaches to Shibori)** Northern Illinois University, DeKalb, IL, 2008

**USOAR Grant (Project: Shibori - Art & Artifacts: Study of Japanese Textiles)** Northern Illinois University, DeKalb, IL, 2007

## **Marwen, Chicago, IL — Senior Manager of Studio Programs**

MAY 2017 - March 2020

- Lead the programmatic vision for studio programs.
  - Curation of 35 course offerings each for fall, spring, and summer terms for middle school and high school students across visual arts media (Design arts, darkroom and digital photography, painting and drawing, sculpture and ceramics, print media, and fashion and fibers).
- Supervised and supported weekly after-school, Saturday and summer programming for up to 900 students a year.
- Developed and maintained safety protocols and ensured student well-being.
- Oversaw the organization, inventory, and maintenance of 8 studios, 4 student lounges, 4 exhibition spaces, and 3 storage spaces.
- Supervised a staff team of 3 and teaching team of up to 80 teaching artists and studio facilitators.
- Supervised and supported the production of 4-6 annual exhibitions and accompanying programming.
- Coordinated the evaluation and refinement of programs by developing and administering assessment tools and strategies.
- Maintained the annual budgets for three program divisions: studio programs, Marwen Lab, and exhibitions.
- Collaborated with the grants and development and finance and administration teams to apply, administer, and report on various grants.
- Administered attendance and payroll processes for studio program independent contractors (i.e., teaching artists, studio facilitators, and temporary contractors).
- Collaborated with the student and family engagement teams in the development and implementation of broader Marwen administration and programming.

## **Marwen, Chicago, IL — Coordinator of Marwen Lab**

2015 - 2017

- Developed, implemented, and revised the curriculum to support program goals.
- Provided mentorship and support for students towards the development of their independent projects.
- Coordinated the program schedule including guest artists, field trips, studio visits, workshops and studio and facility use.
- Develop recruitment, promotional strategies, and materials to support and grow interest and enrollment.
- Coordinated and installed the annual final exhibition and its related events.

## **Marwen, Chicago, IL — Coordinator of College and Career**

2007 - 2015

- Provided individual counseling to Marwen students and families

regarding portfolio development and the art school application process.

- Created resources and materials on portfolio development to support Marwen's counseling efforts.
- Developed, implemented, and revised curricula and programming around portfolio development to support both observational skills and individual student voice.
- Facilitated Marwen's annual *Portfolio Review Event* by coordinating with guest artists, admissions representatives, and student participants.
- Provided support for Marwen's alumni communication, tracking, and networking efforts.

## TEACHING EXPERIENCE

### **School of the Art Institute of Chicago, Chicago, IL — Lecturer**

2019 - Present

Courses: Stitch I, Stitch II, and Natural Dyes

### **Marwen, Chicago, IL — Teaching Artist**

2008 - 2017

Courses: Creative Explorers - Book Illustration, DIY: Sketchbook Project, Embroidered Emojis, The Japanese Art of Dyeing Fabric, Marwen Lab, Mixed Media Mismatched Madness, Paper as Art, Pulp Painting, The Portfolio Program: Independent Projects, Drawing the Figure, Drawing Portraits, and Drawing Environments.

### **School of the Art Institute of Chicago, Chicago, IL — Graduate Assistant**

2015 - 2017

Courses: Natural Dyes, Papermaking I, Social Fabrics, Stitch I

### **Urban Threads Studio, Chicago, IL — Teaching Artist**

2013 - 2016

Courses: Batik, Arashi Shibori, Itajime Shibori, Maki Shibori, Nui Shibori, Resist Dyeing

### **Kelly High School, Chicago, IL — Student Teacher**

2011

Courses: Art, 9-12th grade

### **Dawes Elementary School, Chicago, IL — Student Teacher**

2011

Courses: Art, 1st-8th grade

### **Marwen, Chicago, IL — Teaching Artist**

2011

Courses: Teacher Workshop: The Art of Dyeing

**Urban Gateways, Chicago, IL — *Teaching Artist***

2010

Course: Pulp Painting

**Lectures and Presentations**

**Northern Illinois University, DeKalb, IL — *Visiting Artist Lecture***

September 26, 2018

**School of the Art Institute of Chicago, Chicago, IL — *Visiting Artist Lecture***

September 20, 2017

**Chicago Art Educators Forum Symposium on Differentiated Learning, Chicago, IL — Presenter, “*From Art Student to Student as Artist: Differentiated Learning in the Visual Arts Classroom*”**

October 16, 2015

**Marwen Teaching Artist Retreat, Chicago, IL — Presenter, “*Assessment in the Studio Classroom*”**

December 3, 2014

**National Guild Conference for Community Arts Education, Chicago, IL — Presenter, “*Models of Mentorship: Seeing Ourselves in Others*”**

October 31, 2013

**Textile Arts and Artist Symposium, Chicago, IL — *Artist Lecture during “Boys Meet the Girls” panel***

November 4, 2007