

Jay Highlander

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EDUCATION

University of California, Riverside

Bachelor of Arts, Art History

Expected June 20XX

African American Studies Minor

GPA: 3.5

Relevant Coursework: Modern & Contemporary Art History, History of Brazilian Art & Architecture, Sixteenth-Century Mexico: An Art of Two Worlds, Ethnic Politics: Political Change

PROFESSIONAL EXPERIENCE

UCR Arts | Riverside, CA

Development Student Assistant

September 2018 – Present

- Assists in the overall organization and execution of major donor, membership, development and public program events such as the *Lunchtime Art Talks* and *KCRW Summer Concerts*.
- Communicates with internal staff and external clients to plan their Riverside Art Museum-based events and manages the museum-wide calendar, optimizing time and space for the museum.
- Liaises with Hammer Operations, Security, and AV teams to ensure quality experiences for all patrons.
- Collaborates on a team of 10 to create and present new ideas and strategies to the Development Leadership Team.

Riverside Community Arts Association | Riverside, CA

Student Educator

June 2017 – August 2018

- Planned and facilitated tours for students (K-12) in the museum's exhibitions.
- Empowered diverse groups of 10-20 K-12 students to create art and share their art freely during their museum visit.
- Supported the initiative for local Riverside communities to explore arts through collaborative examination, engaging interaction, and thoughtfully planned activities.

Riverside City College Art Gallery | Riverside, CA

Communications & Marketing Intern

January 2017 – June 2017

- Designed visual content using Adobe for social media outreach and event campaigns which occurred weekly throughout the summer season.
- Connected with external guests attending and supporting community programs.

LEADERSHIP EXPERIENCE

Student Committee of the Arts, UCR

Programming & Events

September 2018 – Present

- Supports the creation of on and off campus programming that focuses on providing extracurricular enrichment for undergraduate students interested in the arts and bringing creative spaces to local communities.
- Works in partnership with the Programming & Events team to craft marketing campaigns to appeal to the UCR student body.

Artreach, UCR

Mentor

May 2018 – Present

- Artreach at UCR provides marginalized and disadvantaged communities outlets for art appreciation and creation.
- Prepare and direct workshops in collaboration with the Artreach mentor team that supports an interactive learning environment that uses the power of art to inspire, unite, and empower the Riverside county area.

SKILLS

Technical/Software: Adobe Photoshop, Adobe InDesign, Microsoft Office Suite

Platforms: OS X, Windows, Google Cloud, Wordpress

*Other headers to consider for UCR Arts majors:

Exhibitions (Group/Solo), Commissions, Performances, Projects, Website Publications