

**Tina M. Dillman**  
**195 ½ Grant St. Buffalo, NY 14213**  
[tinamdillman@gmail.com](mailto:tinamdillman@gmail.com)  
(415) 297-8869

## **EDUCATION**

<b>Master of Fine Arts, New Genres</b> <i>San Francisco Art Institute, San Francisco, CA</i>	2012-2014
<b>Bachelor of Fine Arts, Painting</b> <i>University of Iowa, Iowa City, Iowa</i>	1998-2003

## **PROFESSIONAL EXPERIENCE**

<b>Founder/Director &amp; Curator/Collaborator</b> <i>Project Grant, Buffalo, New York</i>	2014-Present
---	--------------

- Developing and implementing artist residency program
- Curating artist residency program
- Collaborating with artists to develop community based programming
- Developing relationships with community based organizations
- Developing and coordinating programming
- Coordinating marketing and promotion of events
- Designing promotional materials
- Researching and writing grants
- Procuring individual contributions and in-kind donations
- Developing concepts for fundraising events

<b>Program and Outreach Coordinator</b> <i>Squeaky Wheel Film and Media Arts Center, Buffalo, New York</i>	2014-Present
---	--------------

- Curating gallery spaces and coordinating events associated with exhibition
- Coordinating film screenings and sound series
- Assisting with the design and implementation of promotional materials
- Coordinating the marketing and promotion of events
- Procuring corporate sponsorships and In-kind donations
- Managing the Peep Show, fundraising event

<b>Freelance Writer</b> <i>The Public, Buffalo, New York</i>	2014-Present
---	--------------

- Writing full length arts and cultural articles
- Maintaining the Arts Event Section of the print and online weekly version

<b>Sculpture Fabricator</b> <i>Colgate University, Hamilton, New York</i>	2014
--	------

- Assisting with the planning and execution of a public art work
- Inventory assessment and update of database
- Learning and operating the Rhino design program

<b>Development Associate</b> <i>Sculpture Space, Utica, New York</i>	2014
---	------

- Assisting with the preparation and writing of grants

- Update and maintenance of database
- Research on donor prospects
- General office administration duties

**Curator** 2013-2014

*Aside Gallery, San Francisco Art Institute, San Francisco, California*

- Conducting studio visits with exhibiting artists
- Preparing statements about the work
- Installing and preparing art work

**Graduate Representative to the Board of Trustees** 2013-2014

*San Francisco Art Institute, San Francisco, California*

- Liaison between graduate student body and the Board
- Providing the Board with graduate updates and feedback
- Being accessible to the student body to provide support and advice
- Attending meetings and social events

**Development Assistant/Receptionist** 2013-2014

*San Francisco Art Institute, San Francisco, California*

- Research of donor prospects
- Update and maintenance of donor database
- Organization of donor files
- Assisting with the set up and execution of donor events
- First point of contact for visitors to the campus
- Answering of phones and directing of questions
- General office administration duties

**Visiting Artist and Lecturer** 2013

*Ecole Superieure des Beaux-Arts, Tours, France*

- Design workshop curriculum around performance art that included daily lectures and assignments
- One hour studio visits of students in the class that included me preparing follow-up reference notes of artists, spaces and exhibits for each student to check out
- Final class show that involved each student preparing their own performance that was site-specific to the space that we are allowed access to
- One hour artist talk to the student/faculty body

**Teaching Assistant** 2012-2014

(For Hans Winkler, Tim Sullivan, Bob Linder & Nicole Archer)

*San Francisco Art Institute, San Francisco, California*

- Assisting with the art curriculum design of the class
- Provide feedback/critique of student's art work
- Research subjects related to the course
- Contribute to the course with additional resources/materials
- Assisting with correspondence and meetings
- Assisting with prepping and installing of student's work
- General office administration duties; errands, printing

**Gallery Assistant** 2012

*Queen's Nails, San Francisco, CA*

- Greeting guests of the gallery upon entering

- Knowledge of current exhibition in guiding viewers through the exhibit
- Assisting with the prepping of art work and walls for installation
- Assisting with install and de-install of art work
- Assisting with prepping and installing vinyl projects

**Curatorial Assistant (Internship)**

2012

*Yerba Buena Center for the Arts, San Francisco, California*

- Research related to upcoming exhibits
- Assisting with correspondence and meetings with artists
- Assisting with prepping and installing work
- General Office Administration duties; errands, printing

**Gallery Assistant**

2011-2014

*Walter and McBean Gallery, San Francisco Art Institute, SF, CA*

- Greeting guests of the gallery upon entering
- Knowledge of current exhibition in guiding viewers through the exhibit
- Assisting with the prepping of art work and walls for installation
- Assisting with install and de-install of art work
- Assisting with inventory and organization of spaces

**Executive Director**

2010-2011

*Oakland Art Murmur, Oakland, California*

- Organizing and managing the monthly public event of Art Murmur and the street closure of 23<sup>rd</sup> Street
- Directing fundraising campaign efforts of procuring donations through memberships and sponsorships and grant writing
- Overseeing and organizing all marketing efforts, including web related projects
- Managing all Public, Donor and Board relations through email, phone and meetings
- Establishing a public record of the event by creating an online archive and a website presence
- Directing all volunteer efforts through communication with the volunteer coordinator
- Managing all records for the organization, including weekly bookkeeping

**Director, Curator & Co-Founder**

2009-2012

*WE Artspace, Oakland, California*

- Curating solo and group exhibitions with local emerging artists
- Organizing monthly poetry, dance, music, film and crafts events
- Handling all marketing, press and public relations efforts
- Procuring beverage and food donations for events
- Managing all bookkeeping and records
- Assisting with the installing of 2-D and 3-D art work

**Office Manager and Events Coordinator**

2009-2010

*Rock Paper Scissors Collective, Oakland, California*

- Overseeing all accounting and bookkeeping records
- Managing all business and bank accounts
- Assisting with the management and reporting for grants received
- Events Coordinator for the Art Murmur
- Coordinating all food, craft and community vendors

- Sales Coordinator Assistant (Internship)** 2008  
*Maharam, San Francisco, California*
- Maintaining of Sample Library
  - Assisting with Client's requests for alternatives
  - Data Entry of sample requests
- Board of Directors, Chair of Events and Programs (Volunteer)** 2006-2008  
*Intersection for the Arts, San Francisco, California*
- Coordinating fundraising events, such as *The Private Preview*
  - Marketing and Outreach to new donor groups
  - Acquiring in-kind donations for events
  - Assisted with administrative duties and installing exhibitions
- Project Assistant (AmeriCorps\* VISTA Position)** 2005  
*SF Works, San Francisco, California*
- Administrative duties on a variety of projects including the On-Ramp to Biotech Program and the Working Families Credit
  - Assisting with the daily bookkeeping tasks
- Youth Program Coordinator (AmeriCorps\* VISTA Position)** 2004-2005  
*ArtSpan, San Francisco, California*
- In charge of hiring and managing team of Youth Program Artists
  - Member of several local festival committees
  - Outreach to local organizations and schools
  - Assisted with the research, writing and preparation of grant applications
  - Assisted on obtaining corporate and media sponsorship for the Private Preview
  - Assisted with the obtaining of in-kind donations for a variety of events
  - Assisted with the preparation and management of the Youth Program budget
  - Committee Member of the Private Preview
  - Coordinated and managed volunteers for the Annual Auction
  - Assisted with the installation of the Selections Exhibition
- Assistant Director of Development (AmeriCorps\* VISTA Position)** 2003-2004  
*AS220, Providence, Rhode Island*
- Event Coordinator for *The Fools Ball*
    - Coordinating silent auction and raffle
    - Obtained corporate and media sponsorship
    - Designed and produced the Fools Ball media program
    - Coordinated and managed volunteers for the Fools Ball
  - Assisted with the research, writing and preparation of grant applications
  - Assisted with the development of the Annual Fund and Membership Drives
  - Assisted with the Capital Campaign
  - Maintained the donor database
  - Assisted in obtaining in-kind donations for events
- Curatorial Assistant & Technician** 2003  
*University of Iowa Museum of Art, Iowa City, Iowa*
- Assisted with the research for upcoming exhibitions
  - Assisted with the de/installation of exhibits
  - Assisted with the cataloguing of newly acquired works of art

## **LECTURES**

San Francisco Art Institute, <i>How I Became a Feminist</i> , SF, CA	2012
San Francisco Art Institute, <i>Havana Biennial and Beyond</i> , SF, CA	2012
San Francisco Art Institute, <i>Dinner and Lecture Series</i> , SF, CA	2011

## **PERFORMANCES**

San Francisco Art Institute, <i>Principal</i> , San Francisco, CA	2014
Havana Biennial, <i>Bienvenido</i> , Havana, Cuba	2012
Yerba Buena Center for the Arts, <i>Help Corridor</i> , San Francisco, CA	2012
Performed with Nathalie Talec	
Berkeley Art Museum, Late Night Sound Series, Berkeley, CA	2011
Performed with Paul DeMarinis and Laetitia Sonami	

## **GRANTS, FELLOWSHIPS & HONORS**

• Teaching Assistant, San Francisco Art Institute	2012-2014
• Paul Sack Building Award, San Francisco Art Institute	2012
• Innovator Award of Oakland, Oaklandish, Oakland, CA	2011
• Walmart.com Community Grant, Wal-Mart Foundation	2004
• Leadership Development, Rhode Island Foundation,	2003
• AmeriCorps* VISTA	2003-2005

## **CONFERENCES & WORKSHOPS**

• Leadership Issues in the Arts, Hosted by Grants for the Arts	2011
• Grantseeking Basics for Individuals in the Arts	2011
• From Talk to Action, Hosted by SF DCYF	2005
• Nuts and Bolts of Fundraising	2004
• Powerful Non-Defensive Communication	2004
• Identity & Branding: Positioning Yourself in the Market	2004
• How to Conduct a Mission-Based Fundraising Campaign	2004
• Managing the Life Cycle of a Volunteer	2004
• Conference on Philanthropy	2003
• Preparing for a Capital Campaign	2003
• Grant-writing Like a Pro	2003
• Raise More Money With The Help of Your Board	2003
• Open Space Technology Conference	2003

## **VOLUNTEER EXPERIENCE**

• Rock Paper Scissors Collective	2008-2010
Advisory Board, Development Committee	
• Intersection for the Arts	2005-2008
Board Of Directors, Chair of Events & Programs	2006-2008
• New Langton Arts	2007-2008
• Southern Exposure	2005-2008
AmeriCorps* VISTA	2003-2005
• Bright Night in Providence	2003
• Arts Iowa City	2002-2003

## **ACTIVITIES AND AFFILIATIONS**

- College Art Association, New York, NY 2013-2014
- Live Art Wednesdays, Levene, Oakland, CA 2010-2011
- Monster Drawing Rally, Soex, SF, CA 2008-2011
- Arts Forum SF 2005-2008
- Arts Education Brown Bag Lunch Series 2005
- Arts Provider Alliance 2004-2005
- Association of Fundraising Professionals 2003-2004
- Arts Iowa City, Iowa City, Iowa 2002-2003
- Earthwords Publication, Iowa City, Iowa 2001-2002

## **COMPUTER SKILLS**

- MS Office, File Maker Pro, Raiser's Edge, QuickBooks, Vertical Response
- Adobe PageMaker/Illustrator/PhotoShop
- Final Cut Pro
- Rhino
- Mac Proficient