

James Macry
Phone: (206) 499-7871
Email: jm@jamesmacry.com

Education

CUNY – The City College of New York, MA Art History, Museum Studies 2018-2020
CUNY – The City College of New York, BA Art History 2016-2018

Experience

Studio Coordinator (Contract)

Cotton Design Studio 2023-2023

Developed and implemented administrative standards and workflow processes for project management and successful administrative organization. Guidelines were specialized to keep Cotton flexible to fast-turnarounds, and emphasizing responsive, natural approaches to all client-facing matters.

Established project scope and development scales bespoke to each client. Built project timelines, milestones, and schedule deliverables in coordination with project stakeholders. Monitored project progress and quality, identifying potential risks, challenges, and ensuring all aspects of project development were on time and within budget.

Corresponded with clients to manage project schedules, coordinate resources, and resolve issues. Attended client meetings to take thorough meeting minutes, communicate project status, and establish proactive next steps that emphasized execution, deliverables, and time management.

Directed business development for Cotton, to include development of template standards, lead and market research, and implementation of marketing and business strategies across multiple platforms.

Supported the development and execution of marketing and business strategies. Identified potential clients and leads, working alongside Studio Director to build a database of target clients and contracts. Researched and wrote proposals, RFPs, and applications to secure new business.

Executive Coordinator, Office Manager (Contract)

Kinetik Healthcare Solutions, New York 2023-2023

Leverage cross departmental production and organization software (Miro, ClickUp, Notion, etc) to plan and coordinate clear and actionable workflows for production, development, and project management roadmaps.

Manage and coordinate the calendars, meetings, and logistics of Executive team, interdepartmental stakeholders, C-Suite executives, and ten full-time board members.

Arrange travel and logistic needs, including flights, hotels, and conference registration, distributing itineraries and overseeing successful travel.

Record and distribute effective, task-oriented meeting notes to internal and external stakeholders.

Manage public and employee spaces to ensure supplies are well-stocked and maintained, and orderly for VIP guests, investors, board members, and employees.

Project Manager, Studio Administrator (Contract)

Adam Pendleton Studio, New York

2022-2022

Develop and maintain efficient, trackable processes for studio production, project management, and administrative organization, to include record digitization; budget and invoice processing; inventory management; and production facilitation.

Assist in the creation and management of fabrication and production schedules. Liaise with fabricators, galleries, museums, and contractors both locally and internationally to maintain production of multiple complex projects from iteration to completion. Maintain big-picture, long-term view of all projects and ensure that day-to-day function is in sync with greater studio goals. Track action items both internally and externally.

Schedule, prepare for, and attend production meetings, taking detailed meeting minutes for internal team distribution and external distribution to contractors, institutions, clients, and stakeholders throughout the production process.

Manage and develop artwork inventory with ArtLogic CMS database system, updating production status, storage location, financial data, and generating client-ready reports through input from production, client, and business personnel, ensuring consistent format, accurate information, professional photography, and all artworks are easily identifiable and located throughout the production process.

Oversee production-based travel needs nationally and internationally, booking hotels, flights, and vehicles as required for studio staff and expanded studio team. Generate and distribute itineraries, ensuring all parties are kept up-to-date on flexible, dynamic schedules and bookings accordingly.

Studio management to include ordering office, studio materials and supplies, maintaining detailed records of inventory levels, budget management, and predicting studio needs. Clean and maintain space for studio visitors and VIP clients, preparing and ordering for guest events as needed.

Administrator, Prints & Drawings, Contemporary Art, and American Art Department

Swann Auction Galleries, New York

2021-2022

Serve as the primary point of contact for Swann Auction Galleries Prints & Drawings, Contemporary Art, and American Art Department handling a heavy volume of eight+ auctions a season, interdepartmental auctions, in addition to phone, email, and in-person client inquiries.

Maintain client accounts and inventory through proprietary RFC CMS database system and interdepartmental databases, ensuring booking in of material, shipment handling, inventory logistics, artwork conservation, exhibition evolutions, and client contracts are all up-to-date and functioning on track.

Manage client, advisors, Trusts, and Estate appraisals by consulting with multiple art market databases (ArtPrice, AskArt, Invaluable, Artnet, etc.), specialist cataloguers, and departmental Directors on condition and valuation assessments for client works at potential auction market.

Registrar-level inventory management of artwork over multiple departments, auctions, and bays of operation, to include art handling; installation and deinstallation; conservation management; shipment of incoming, purchased, return and unsold lots; active exhibitions, sales, works-in-processing; and stationary collections inventory, all tracked on proprietary RFC CMS database system.

Assist in production and editing of physical, online, and Digital Imprint (DI) editions of the Auction Catalog and promotional/educational material, liaising with photography, conversation contractors, and publishing teams, to include use of Magento MediaShare platform for artwork condition reports, and image requests for collectors.

Conduct Phone, App, and Internet Platform Bidding (Swann, Artsy, Invaluable, etc.) bidding on behalf of national and internationally-based clientele, communicating live sales results and bids while maintaining all relevant confidential information.

Assist in reception and maintenance of gallery spaces during exhibition and sale previews, communicating detailed artwork knowledge between clients, visitors, and the exhibition's departmental specialists.

Client Experience Associate

UOVO Arts Storage and Services, UOVO: Brooklyn

2020-2021

Serve as the primary point of contact for all visitors from facility's front desk, working directly with the Business Development, Logistics, and Facilities departments to handle incoming clients through phone, email, or in-person inquiries.

Maintain client database to oversee logistics movement, client inventory, service events, and sales profiles in proprietary Oracle NetSuite system.

Verify access credentials for all clients and guests, ensuring security measures and discretion for high-net worth individuals is upheld.

Perform essential administrative functions including budget, supply management, mail distribution, and maintenance of reception spaces. Assist with social media, website, and content generation.

Executive Assistant Intern

Director's Office, Brooklyn Museum

2019-2019

Assisted in research, development and creation of museum-wide presentations, departmental direction and logistics to include use of Raiser's Edge, Concur Budget, NetX Digital Asset Management and TMS among other resources to offer the most comprehensive vision for development, diversity, and exhibition initiatives.

Provided essential scheduling and logistic support in a fast-paced, flexible executive environment.

Archival Assistant

George Lois Archive, City College of New York

2019-2019

Maintained an ArchivesSpace database, including documenting entries to SAA standards, and regular QA.

Prepared all physical and digital materials for upcoming exhibitions and archival storage.

Collections Assistant

Art Collection, The City College of New York

2018-2019

Managed a rotating collection between multiple galleries and storage spaces.

Researched and produced wall texts and archival information for works.

Sales Associate

Metropolitan Museum of Art, NY, NY

2016-2017

Provided customer support and retail services for international clientele.

Specialized in detailed product knowledge, connecting merchandise, art history and the museum under a wide range of topics and needs.

Executive Administrative Assistant

United States Navy

2011-2015

Prepared and managed correspondence, reports, records, awards and professional counseling for International delegates and top brass.

Managed an over \$200,000 travel budget to ensure training, personal travel was met for all personnel.

Awards**Dean's List**

BMCC, Cornish College, City College of New York

Navy Achievement Medal

Awarded for exceptional professional achievement as Executive Administrative Assistant

Navy Volunteer Medal

Awarded for dedication and service in community engagement and volunteer work

Navy Humanitarian Medal

Awarded for Humanitarian Service and Disaster Relief

Licenses & Certifications**ClickUp**

Novice Certificate

Miro

Client Collaboration, Collaborative Meetings, Mapping and Diagramming, User Support, Essentials

Skills

English, Japanese (Speaking, Functional), French (Academic Translation)

Administration, Executive Assistance, Mac OS/Windows, Project Management, Office Management

Art Criticism, Research Databases, Exhibition Analysis, Curatorial Techniques

Raiser's Edge, Concur Budget, NetX Digital Assets, TMS Arts Database, Oracle NetSuite

Registration, Art Handling, Magento MediaShare, ArtPrice, AskArt, Auction Databases