

nicole phend

nicolephend@gmail.com / 515.336.1252

- intuitive, energetic professional with extensive experience in non-profit organizations, customer service, office administration, event coordination, communications/marketing and art gallery management
- enthusiastic learner, eager to infuse creative energy into new projects
- effective communicator with talent for working with diverse demographics
- strong public speaker with success presenting to large groups including live television and radio experience
- proficiency in data management and development

EDUCATION

2004 Bachelor of Fine Arts, Magna Cum Laude / University of Northern Iowa

2000 Associate of Arts, Dean's List / North Iowa Area Community College

EMPLOYMENT

May 2021-present

Art Consultant

Assemblage Contemporary Craftsman Gallery-Buda, Texas

Responsibilities

Develop professional relationships with existing and new clients. Research and acquire new artists for gallery representation. Install and rotate artworks in gallery space, implementing existing inventory. Commission artwork from gallery artists for clients. Suggest new products for retail space. Merchandise products in visually intriguing arrangements, implemented with fine art exhibitions. Assist with the development and management of marketing strategies. Conduct daily operations/sales of gallery and retail

November 2019-July 2020

After-School Art Instructor

Figment Creative Labs-Austin, Texas

Responsibilities

Developing and instructing daily lesson plans for after-school enrichment program for students ages 5-12, incorporating S.T.E.A.M, process art methods and student lead projects

April 2019-November 2019

Communications Coordinator/Gallery & Framing Assistant

Davis Gallery & Framing - Austin, Texas

Responsibilities

Social Media Management, Custom Framing Designer, Frame Shop Assistant, Art Sales, Contact Database Management, Communications Development and Distribution, Art Cloud Software (Inventory, Invoicing & Communications) & Frame Ready Software (Framing Design, Invoicing & Payment)

March 2018-January 2019

Office Manager

St. Vincent de Paul - Des Moines, Iowa

Responsibilities

Managing the accounting and financial operations of St. Vincent de Paul Des Moines, as well as general business and human resource operations. Accounting and financial operations including general ledger accounting and reconciliation accounts payable, billing and accounts receivable, payroll, variable compensation, sales and use tax, and other general accounting duties. General business operations include human resources administration as well as ensuring the overall smooth operations of the office location.

April 2016-March 2018

Communications & Event Coordinator/Administrative Assistant

Terrace Hill Iowa Governor's Residence & National Historic Landmark
Des Moines, Iowa

Responsibilities

COMMUNICATIONS

- develop and execute communications strategies
- manage Terrace Hill website
- create and distribute press releases
- schedule first spouse appearances on local media
- develop and manage Eventbrite/ticket portal for events
- create and distribute engaging content for social media
- maintain and develop database/ mailing lists
- design and distribute monthly e-newsletter
- develop all marketing materials

EVENT COORDINATION

- coordinate all governor's office and rental events at Terrace Hill
- establish and implement systems for successful events
- develop rental policies, pricing, and documents
- establish and maintain communications with rental clients
- develop event menu with Terrace Hill Chef
- establish event set-up and coordinate with Terrace Hill Staff and volunteers

ADMINISTRATION (State of Iowa)

- accurately enter staff hours into payroll system
- compile files on employee purchases by recovering all receipts, applying accurate expense codes, entering into accounting system and sending data reports to Iowa DAS Accounting
- applying expense codes to all invoices received
- monitoring expenses incurred and invoicing appropriate parties to reimburse the State of Iowa
- prepare deposits of tour income and event income

2005- 2015



Executive Director

Charles City Arts Center
Charles City, Iowa

Responsibilities

ARTS CENTER FACILITY OPERATIONS

- select, develop and coordinate exhibits, classes and events including annual outdoor arts festival/artafest
- identify and coordinate fundraising activities
- schedule and supervise arts center staff and volunteers for day to day operations and special events
- work directly with bookkeeper to ensure accurate and transparent accounting of all arts council financial accounts
- prepare an annual budget for the arts council

COMMUNICATIONS

- identify, and write grants supporting arts center activities
- develop and implement marketing plans for arts center
- maintain and update website and social media
- prepare press releases and publicity
- serve as liaison for the arts center with community groups: community development, chamber of commerce, city council, public art committee, parks and recreation
- create and deliver presentations at exhibit receptions, arts center events, community meetings, and service groups

ARTS EDUCATION

- develop and instruct program curriculum for after school art program, summer art camps and adult classes
- coordinate partnerships with area schools and daycare providers
- instruct art programs developed for local organizations

PROFESSIONAL EXPERIENCE

- 2019 Contributing Artist "Big Pink Blanket of Love" Davis Gallery
Austin, TX
- 2016 Participant Coffee & Conversation
MAINFRAME STUDIOS, Des Moines, IA
- 2015 Member of EYELOUNGE
contemporary art space, Phoenix, AZ
- 2012-15 Charles City Park and Recreation Board
- 2010 Panel Speaker on public art at
"Signs of the Times, Joint State Workshop"
for Main Street Iowa Program
- 2010 Full scholarship recipient (1 of 5 in USA)
for Americans for the Arts Half Century Summit
- 2010-14 Cultural and Entertainment District Committee
Charles City, IA
- 2009-16 Public Art Committee/Charles City, IA
- 2009-15 Diversity Program Coordinator/Charles City Diversity Council
- 2009 Graduate 2009 CCADC Leadership Program
- 2004-05 Charles City Arts Council Board Member
- 2002-04 Gallery Assistant, UNI Gallery of Art
- 1998-2000 NIACC art club
- 1995-2009 Volunteer for Charles City Arts Center
- 1996-2004 artafest/annual outdoor juried art show

proficient in both Mac and PC platforms
Microsoft Office...Google Suite...
QuickBooks...FileMakerPro...Access...
artcloud...Photoshop...facebook...twitter...
instagram...mail chimp... constant
contact...campaign monitor

EXHIBITIONS/COMMISSIONS/PERFORMANCES

- 2022 “femme fantastique” group exhibition
ASSEMBLAGE Contemporary Craftsman Gallery
buda, texas
- 2015 “pantry” solo exhibition
EYELOUNGE project room, phoenix, arizona
- 2013 “cumulus” retrospective 1993-2013 exhibition
CCARTS, charles city, iowa
- 2011 “grow” public store window performance,
THE MAIN EVENT, charles city, iowa
- 2011 “moon” public store window performance,
THE MAIN EVENT, charles city, iowa
- 2010 “effigies” solo exhibition and performance,
CCARTS, charles city, iowa
- 2008 “open house” solo exhibition and performance,
CCARTS, charles city, iowa
- 2007 “how to remove a stain”
solo exhibition and performance,
TOAST, mason city, iowa
- 2004 “whistle while you work”
BFA exhibition and performance,
UNI Gallery of Art, cedar falls, iowa
- 2003 “lather” performance at SLOP ART exhibition,
UNI Gallery of Art, cedar falls, iowa
- 2002,03,04 juried student art show UNI
- 2000 commissioned 100 ft. mural
St. John Lutheran Church/charles city, iowa
- 2003 commissioned 25 ft mural
Uptown Cafe/charles city, iowa
- 1998 commissioned decorative ceiling painting
back bar and table collages
Home Base Lounge/charles city, iowa
- 1997 commissioned decorative door painting
Lucky Dragon /charles city, iowa