

CONTACT

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HEIDI LUBIN

CORE COMPETENCIES

- Curriculum Development & Instruction (Preschool through Adult)
- Education & Public Program Development & Management
- Project Management
- Partnership Development
- Staff Training & Development
- Staff Recruitment & Onboarding
- Events Planning & Management
- Contracts & Grants Management

TECHNICAL SKILLS

- Adobe Creative Cloud Suite: Photoshop, Illustrator, Premiere Pro, Acrobat DC
- Apple iWork: Pages, Numbers, Keynote; iCloud, iCalendar
- Microsoft Office: Outlook, Excel, Word, PowerPoint, Project
- Google Suite: Gmail, Meet, Chat, Calendar, Drive, Docs, Sheets, Slides, Forms, Sites
- Productivity Apps: Zoom, GMeet, Quip, Slack
- ADP Workforce Now

EDUCATION

California College of the Arts

MASTER OF FINE ARTS, FINE ARTS

- Graduate Teaching Assistant for Visual Studies, Architecture, and Ceramics Courses
- Awarded Kay Kimpton Walker and Sandy Walker, Gumps, and CCA Scholarships
- IMPACT Social Entrepreneurial Award Grant Recipient & Project Manager of 20/20 Foto: A Youth Photography Project in Juarez, Mexico.

Scripps College

BACHELOR OF LIBERAL ARTS, ORGANIZATIONAL STUDIES

- Graduate Commencement Speaker
- Awarded President's travel grant to present thesis "A Community of Creative Expression: First Street Gallery Art Center" at Critical Management Studies Conference, University of Manchester, England

WORK EXPERIENCE

PROGRAM DEVELOPER, Arts & Education

CHILDREN'S DISCOVERY MUSEUM OF SAN JOSE

JUNE 2013-PRESENT

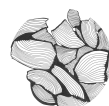
- Develop, curate, and implement educational curriculum and content for annual audience reach of 40,000, both virtually (FB and YouTube Live, Premiere) and on-site
- Develop and implement large scale community events & exhibits, reaching up to 1,500 per event
- Manage visual arts and special project budgets
- Develop and facilitate education and customer service workshops for staff, volunteers, caregivers, and teachers
- Special Project Management Roles: Good Tidings art studio renovation; IMLS funded "A Seat at the Table" traveling exhibit; ShadowDreamScape, an artist conceptualized exhibit; Smithsonian Latino Center internship program
- Train and supervise staff, volunteers, and interns
- Provided educational consultant duties while performing role of Art4Schools Manager position (August 2016-January 2018)

PROGRAM MANAGER, Arts & Education

ART4SCHOOLS, COMMUNITY SCHOOL OF MUSIC & ARTS

AUGUST 2016-JANUARY 2018

- Managed in-school & afterschool arts programs in 40 elementary schools, serving 20,000 students
- Hired, trained, and supervised 35 Art Faculty, Program Assistant, Teacher Coach, and Mentor Teacher team
- Developed a centralized on-line scheduling and document sharing process with partner school site staff and faculty
- Evaluated program efficacy, engaging all stakeholder in surveys, interviews, and program outcomes assessment



PROJECT PORTFOLIO

WWW.HEIDILUBN.COM