

JENNA MICHELLE GARD



SUMMARY OF EXPERIENCE

2023 - 2025

PROJECT MANAGER

Contract/Freelance - Portland, OR

Project management for contemporary artists and arts organizations on a contract/freelance basis, as well as continued contract work with the Walla Walla Foundry. Work performed includes supervision of packing/crating of artworks, on-site installation supervision in museums and galleries, process documentation, conservation reports, maintenance guidelines, and client/vendor communications.

2014 - 2023

PROJECT MANAGER

Walla Walla Foundry - Walla Walla, WA

Project management at the Walla Walla Foundry entailed managing teams of 40+ people to execute contemporary bronze, stainless steel, aluminum, wood, wax, and resin sculpture to the exacting standards of the artist vision. Heavy emphasis was placed on utilizing cutting edge techniques and products to achieve the highest quality possible and required dedication, flexibility, creative approach, and cohesive team building to meet immovable deadlines for exhibition openings. Artworks were installed globally and required additional management after completion of the artwork for crating, shipping, installation, condition reporting, care instructions, and annual maintenance. In addition to project related duties, administrative duties were also required, including interviewing and hiring potential candidates, labor scheduling, time card approval, wage assessments, and annual reviews.



<https://www.wallawallafoundry.com/projects/>

Artist projects managed include those by Wangechi Mutu, Ugo Rondinone, KAWS, Kiki Smith, Mark Ryden, Yayoi Kusama, Yoshitomo Nara, Alex Israel, Haas Brothers, Jim Hodges, Tom Friedman, Paul McCarthy, Isa Genzken, Lynda Benglis, Urs Fischer, Takashi Murakami and Maya Lin.

2011 - 2014

LEAD SCENIC PAINTING CHARGE (DEPARTMENT LEAD)

Largent Studio/Heywood Studio - NYC

Lead scenic charge ensuring high quality finishes, transport, and installation of scenic assets for clients such as HBO, MTV, VH1, Jetblue, Sailor Jerry, J.Crew, Madewell, and the MoMA Design Store. This position required a flexible approach and creative problem solving to execute client-directed finishes on tight production deadlines and in accordance with all NYC fire code standards. In addition to scenic painting responsibilities, this position also required management of teams of 1-5 freelance scenics and inventory management/supply ordering for the paint department.

2007 - 2009

STUDIO SERVICES

Drive In 24 Studios - NYC

Drive In 24 is a full-service photo studio catered towards fashion and editorial photo shoots. Clients included publications such as Vogue, W, Paper, Nylon, and New York Magazine. Responsibilities in Studio Services included front desk check-in and client coordination, client concierge services, courier communications and relay, handling of high-value items such as haute couture or jewelry, and movement and care of client hard-drives, props, set pieces, wardrobes, and lighting through the duration of studio rental.

EDUCATION

- 2010 - 2012 **MASTER'S DEGREE - CONTEMPORARY ART, HISTORY AND THEORY**
Sotheby's Institute of Art, NYC
- 2006 - 2010 **BACHELOR'S - FINE ART, BLACK AND WHITE FILM PHOTOGRAPHY**
Marymount Manhattan College, NYC
- 2009 - 2009 **CERTIFICATE - DIGITAL PHOTOGRAPHY INTENSIVE**
International Center of Photography, NYC

INTERSHIPS

- 2006 **RESEARCH AND TRANSCRIPTION INTERN, ART + AUCTION, MODERN PAINTERS MAGAZINES**
Louise Blouin Media, NYC

REFERENCES

**Professional references available upon request*

SKILLS

- Knowledge of contemporary art, design, and fabrication practice with an emphasis on cutting edge creative approaches
- Clear understanding of per project hierarchy and the ability to clearly and appropriately update all invested parties
- Deep familiarity with the ins and outs of production environments; strives to harness shop momentum and maximize efficiency
- Motivated to create the highest quality end products on time, in budget, and to the exacting vision of the client
- Organized, accurate, and methodical approach; thrives under pressure
- Level headed and pragmatic in demanding environments and situations
- Hands on approach, never afraid to participate as part of a crew and get hands dirty
- Trained and comfortable with proper PPE use and OSHA guidelines
- Forklift/JLG lift/overhead gantry certified
- Comfortable with heights and on ladders/scaffolding
- Comfort on installation and construction sites; always aware of surroundings
- Able to consult schematics and accurately read tape measures
- Capable and comfortable with hand tools and power tool
- Knowledge of digital, CNC, and hand fabrication processes
- Knowledge of crating and rigging best practices
- Familiarity with national and international shipping practices
- Ability to work long/flexible hours as needed to hit project goals and deadlines
- Able to lift 50 lbs., bend, stand, and perform repetitive tasks at length
- Driver's license, clean record, valid passport
- Excellent written and oral communication; excellent inter-departmental communication
- Ability to take accurate notes and disseminate in a useful and timely manner
- Ability to juggle, track, and hit multiple high-pressure deadlines
- Proactive and comfortable with investigation and research to track down information and solutions
- Ability to delegate to maximize team efficiency and to lead or follow as necessary
- Responsive and timely answers to phone, email, text inquiries
- Comfortable and knowledgeable handling high value/precious items and sensitive data
- Proficient in MS Office, G Suite, Netsuite ERP, and other project management tools
- Proficient in Adobe InDesign, Photoshop, Bridge, and CameraRAW
- Proficient with DSLR cameras and capturing images for illustration and reference
- Ability to consult and create images, documents, and schematics for reference and record keeping

SELECTED PROJECT PORTFOLIO



Yoyoi Kusama, "Dancing Pumpkin," 2020
Bronze, stainless steel armature, two-part polyurethane paint
Edition of 5 + 1 AP
Installation shown at New York Botanical Gardens, Brooklyn, NY
Video: <https://www.youtube.com/watch?v=oHDkZnhIHEs>



KAWS, "GONE," 2019
Bronze, stainless steel armature, black patina finish, protective wax sealant, two-part polyurethane paint
Edition of 1
Installation shown at National Gallery of Victoria, Melbourne, Australia
Video: <https://www.youtube.com/watch?v=bUHcnZ6ddDs>



Takashi Murakami, "Flower Parent and Child," 2019
Bronze, stainless steel armature, two-part polyurethane paint, 24K gold leaf
Edition of 1
Installation shown at Gagosian Beverly Hills, L.A.
Video: https://www.youtube.com/watch?v=Fc_i5SmoStU



Wangechi Mutu, "The New Ones will free Us," 2019
Bronze, polychrome patina, protective wax sealant, mirror polish bronze, two-part polyurethane clear coat
Edition of 3 + 1 AP
Installation shown at The Metropolitan Museum of Art, NYC
Video: <https://www.youtube.com/watch?v=MQgCX7HZoW0>



Paul McCarthy, "Santa," 2018
Bronze, stainless steel armature, two-part polyurethane paint
Edition of 1
Installation shown at Ekebergparken, Oslo, Norway
Video: <https://www.youtube.com/watch?v=0rArwOmbByA>



Urs Fischer, "Standing Julian," 2015
Wax blend, pigment, stainless steel armature, candle wick
Edition of 2 + 2 APs with refabrication of each edition up to 8 times
Installation shown at the Whitney Museum of American Art, NYC
Video: <https://www.youtube.com/watch?v=Plv3ly6r3RY>



Matthew Barney, "Water Castings", 2015
Bronze, copper, brass
Unique editions of 1
Installation shown at Museum of Contemporary Art (MOCA), L.A.
Video: <https://www.youtube.com/watch?v=PBJJzppBFuA>