

# Toby zur Loye



email for number



tzurloye.art@gmail.com



www.tobyzurloye.com

## WORK EXPERIENCE

### TREASURY ANALYTICS MANAGER

#### CORVEL CORPORATION / Portland, OR (2014 - September 2022)

- Managed a team of analysts responsible for meeting daily invoicing / reporting deadlines and balancing over 900 client escrow accounts.
- Reconciled financial reports against claim system databases for worker's compensation and liability programs for businesses, insurance carriers, and government agencies.
- Coordinated with clients and carriers to find creative solutions for conflict resolution while providing quality assurance and enforcing protocols to ensure compliance. Assisted with treasury audits.
- Developed departmental procedures to increase efficiency and accuracy. Created process documentation and administered interdepartmental training.

### MANAGING EDITOR

#### SIXTY INCHES FROM CENTER / Chicago, IL (2012 - 2017)

- Developed weekly editorial schedules and maintained web content for a non-profit online arts publication and archiving initiative.
- Collaborated with a team of permanent and freelance writers, editing submitted articles for content, grammar, and style. Wrote articles that featured Midwestern artist profiles, interviews, and exhibition reviews.
- Coordinated with Harold Washington Library in cataloging contemporary artists in the Chicago Artist Files, a public open archive.

### LIBRARY ASSISTANT

#### RYERSON & BURNHAM LIBRARIES, ART INSTITUTE OF CHICAGO Chicago, IL (2012 - 2014)

- Responsible for the circulation and proper handling of all library materials, including special collections and archives.
- Assisted museum staff and patrons with research / reference requests.

### EXHIBITION / CURATORIAL ASSISTANT

#### CHICAGO ARTISTS' COALITION / Chicago, IL (2012)

- Coordinated with curators and resident artists to organize monthly exhibitions for the HATCH & BOLT artist residencies.
- Produced and edited press releases and assisted with marketing.
- installed and de-installed exhibitions while maintaining gallery space.
- Assisted with the development of CAC's physical and digital archives.

## EDUCATION

### B.F.A. Painting

School of the Art Institute  
of Chicago 2012

### M.A. Art History

University of Oregon 2010

### B.A. Art History

### B.A. Painting

DePauw University 2007

## RELEVANT SKILLS

Software proficiency

- Windows and Mac OS
- Microsoft Office
- Adobe CS (Illustrator, InDesign, Photoshop, Acrobat)
- Google Suite

Experience with proprietary  
systems and databases

Process documentation

Training and onboarding

Strong written and verbal  
communication skills

Research and analysis

Language translation:  
German (intermediate)  
French (basic)

Project management

Interdepartmental  
coordination

Quality assurance, enforcing  
security protocols

Leadership

Customer service

## MUSEUM & COLLECTIONS PROJECTS

### COLLECTIONS / ARCHIVES ASSISTANT

#### ROGER BROWN STUDY COLLECTION / Chicago, IL (2012 - 2013)

- Assisted with the research, cataloging, conservation, and re-housing of a previously undocumented portfolio of Roger Brown's early student prints and drawings.
- Provided collection interpretation for public tours, classes, and receptions.

### EXHIBITION CURATOR

#### ART INSTITUTE OF CHICAGO / Chicago, IL (2013 - 2014)

- Co-curated two exhibitions for the AIC photography galleries that featured work from the Ryerson & Burnham Library catalog: an exhibition of surrealist photography from the Mary Reynolds Collection and an exhibition of WWII photography from the British serial "Picture Post".

### INSTITUTIONAL ARCHIVES ASSISTANT

#### ART INSTITUTE OF CHICAGO / Chicago, IL (2012)

- Assisted with the organization and management of both physical and digital material for the Art Institute of Chicago's Institutional Archives.
- Created finding aids for undocumented archival material, and facilitated the digitization and cataloging of AIC exhibition histories, photographs, and other documents and records.

### DIGITAL ARCHIVES ASSISTANT

#### UNIVERSITY OF OREGON VISUAL RESOURCE CENTER / Eugene, OR (2009 - 2010)

- Digitized, edited, and color corrected images for the Art, Architecture, and Allied Arts Library database, entering corresponding image data and information into the VRC system.

### ACCESSIONING ADVISING ASSISTANT

#### JORDAN SCHNITZER MUSEUM OF ART / Eugene, OR (2010)

- Worked with museum staff and University of Oregon faculty to compile condition and provenance reports on paintings from the Roy Neville collection and presented them to the museum to aid accessioning decisions.

### EXHIBITION DEVELOPMENT ASSISTANT

#### JORDAN SCHNITZER MUSEUM OF ART / Eugene, OR (2009 - 2010)

- Coordinated with University of Oregon faculty and graduate students to assist with the curatorial development for the 2010 traveling exhibition "Giuseppe Vasi's Rome: Lasting Impressions from the Age of the Grand Tour," also writing catalog entries for the publication.

## SELECT WRITING

- "History of a Natural History: Max Ernst's 'Histoire Naturelle,' Frottage, and Surrealist Automatism" (M.A. Thesis, University of Oregon, 2010)
- "Caravaggio's Application and Treatment of Blood in his Mythological and Biblical Paintings: Technical and Iconographic Aspects" (Marian Donnelly Award in Art History, University of Oregon, 2010)
- "The British Reinvention of the Parthenon and its Sculptural Program" (Marian Donnelly Award in Art History, University of Oregon, 2009)
- "Appropriating Velazquez: Salvador Dalí's Anachronistic Construction of Aesthetic, National, and Psychological Identity" (Art History Symposium, Jordan Schnitzer Museum of Art, 2009)
- "Surrealist Flânerie: The Pursuit of Psychic and Social Autonomy" (B.A. Thesis, DePauw University, 2007)

## SELECT EXHIBITIONS

- Decahedron, online exhibition (2021)
- Pay It Forward Exhibition: Sixty Inches From Center + Autotelic Studios Birthday Bash, Chicago, IL (2013)
- DePauw University Alumni Exhibition, Greencastle, IN (2012)
- School of the Art Institute of Chicago B.F.A. Exhibition, Chicago, IL (2012)
- Rubber Cement Juried Exhibition, Chicago, IL (2012)
- Bootleg Exhibition, Indianapolis, IN (2010)
- University of Oregon AHA Acquisition Show, Eugene, OR (2008)
- Lillis Business Center Exhibition, Eugene, OR (2008)
- DePauw University B.A. Exhibition, Greencastle, IN (2007)
- DePauw Annual Juried Student Art Show, Greencastle, IN (2003-2006)

## HONORS & AWARDS

- Merit Scholarship, School of the Art Institute of Chicago (2011)
- First Place, University of Oregon AHA Student Acquisition Show (2008)
- Graduate Teaching and Research Fellowship, University of Oregon (2007-2010)
- First Place, "Best Editorial Cartoon - College State Division," Indiana Society of Professional Journalists (2006 & 2007)
- Merit Scholarship, DePauw University (2007)
- National Dean's List, DePauw University (2004-2005)