



Mayor of Providence

Jorge O. Elorza

January 26, 2022

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Section 302(b) of the Providence Home Rule Charter of 1980 and Sec. 2-354 of the Providence Code of Ordinances, I am this day appointing Suzanne Kim of 80 Chapin Avenue Providence, RI, 02909, as a member of the Art in City Life Commission, for a term to end January 31, 2024.

Sincerely,

A handwritten signature in blue ink, appearing to be "J-O-E", followed by a horizontal line.

Jorge O. Elorza
Mayor

IN CITY COUNCIL

FEB 03 2022

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.

Sina L. Mathias CLERK

ACTING

SUZANNE KIM

Providence, RI 02909 | 646.509.3923 | suzannekim646@gmail.com

Solutions-driven Program and Exhibitions Director, with over a decade of experience, trusted by industry stakeholders to deliver detailed planning and execution of multimedia events and exhibitions.

Core skills: Curation | Program Planning | Exhibition & Event Management | Arts Administration | Art Handling | Installation & Deinstallation | Logistical Coordination | Budget Control | Production Scheduling | Advanced Technical & Creative Skills for Designing Spatial Plans for Exhibitions

FIRSTWORKS, PROVIDENCE, RI

Program Director, 07/2019 - Current

- Develop projected expense budgets, track actual expenses, and manage an annual programming budget of \$350k.
- Led the first Local Artist Commissioning Series and implemented an RFP process.
- Manage short-term artist residencies that include performances, and educational and community outreach engagements; from initial artist contact to financial settlement.
- Coordinate with City partners, including Providence Mayor Jorge Elorza's office and Providence's Department of Art, Culture & Tourism for general production of PVDfest.
- Manage contracts, budgets, and payments with bookkeeper; securing and coordinating required paperwork to process payments and maintain accurate historical records.
- Forge and maintain relationships with key partners including City agencies, artists, agents, venues, technical directors, and local educational and community partners.
- Manage Education and Community Outreach Manager.
- Create production schedules and manage day-of production for each event.
- During the Covid pandemic:
 - Implemented the transition to online virtual engagements.
 - Organized virtual residencies with livestreamed performances, artist talks, panels, and various types of workshops, ranging from mask-making to movement-based workshops.
 - Established and maintained a workflow process for content creation for a new series of virtual learning videos for students to support distance learning.
 - Negotiated new contractual terms for virtual engagements.
 - Operated live-streaming software and managed watch-party livestream engagements.

Program Manager, 01/2019 - 07/2019

- Negotiate fees and terms of services with artists and agents.
- Coordinate technical requirements with venues and production teams.
- Book and manage PVDfest headlining artists and spectacle performers.
- Manage technical production for main stage and spectacle artists, fulfilling contractual obligations.
- Coordinate travel, accommodations, and hospitality for visiting artists.

WATERFIRE ARTS CENTER, PROVIDENCE, RI

Exhibition Consultant, 06/2018 - 08/2018 (Contract position)

- Contracted to develop and coordinate a deinstallation plan of large-scale artwork, and to program public events for WaterFire's inaugural exhibition at their new Art Center.
- Partnered with the Artistic Director to coordinate and launch the exhibition opening, a panel discussion, and celebratory closing reception with live music performances.
- Coordinated logistical event needs including AV requirements, lighting, catering, rentals, performers/panelists, backstage requirements, marketing, vendor relations, and management of 15 volunteers.
- Collaborated with a graphic designer and external printing company on the production of exhibition didactics.
- Hired and supervised lead-certified construction company during deinstall of large structural elements. Negotiated a price that saved the organization \$7,000.
- Led deinstallation and art handling teams.
- Submitted purchase orders using expense codes for historical expense maintenance and tracking.

FREELANCE EXHIBITION DESIGN CONSULTANT, 3/2015 - 6/2018

- Contracted to design 2D floor plans and 3D CAD models to present to stakeholders and to communicate technical specifications for installation for artist exhibitions presented worldwide. Examples include: Neuberger Museum of Art, NY; Blaffer Art Museum, TX; SCAD, Museum of Art, GA; Cristin Tierney Gallery, NYC; and Museum of Science and the Cosmos, Spain.

SMACK MELLON, BROOKLYN, NY, 1/2004 - 12/2016

Deputy Director and Director Of Exhibitions

Deputy Director (2/2010 - 12/2016)

- Developed and implemented strategic plans with Executive Director and Board of Directors by evaluating market trends, forecasting operating needs, and identifying opportunities for improvement.
- Assisted Executive Director/Chief Curator in supervising the Artist Studio Program and Education Program.
- Developed Standard Operating Procedures for the use and maintenance of Media Lab and Wood Shop.
- Controlled \$30,000 monthly expense budget.
- Collaborated with grant writer, providing supplemental text and visual presentations for grant applications and annual appeals.
- Managed a gallery rental program, in charge of negotiating terms and rates, and executing contracts.

Director of Exhibitions (3/2006 - 12/2016)

- Assisted Executive Director/Chief Curator in researching and curating multi-year Exhibition Program.

- Managed 100+ exhibitions and multimedia events from concept to installation/deinstallation.
- Led installations, de-installations, and live performances, communicating technical details and ensuring the safety of artwork, staff, visitors, and equipment throughout.
- Tracked budgets and monitored projected expenses.
- Responsible for web re-design and for updating website content.
- Supervised Media Systems Manager, AV technicians, freelance installers, and interns.
- Wrote press releases for both online and general promotions of exhibitions.
- Executed PR email blasts to 400+ writers/editors from art and local news outlets and acted as main PR point person, fielding inquiries and providing tours.
- Collaborated with exhibiting artists and curators to plan outreach engagements.
- Hired, trained, and supervised interns.

Gallery Manager (1/2004 - 3/2006)

- Managed calendar for multi-year exhibitions and space rentals.
- Researched and created communications materials for exhibitions.
- Assisted in developing marketing campaigns.
- Coordinated shipping, insurance, and loan/consignment agreements.
- Maintained artists/curators database and general contacts database.
- Coordinated documentation of exhibitions and initiated artist interview video documentations.

ADDITIONAL EXPERIENCE

Selection Committee - Public Art Commissions | Providence Dept. of Art Culture & Tourism, RI - 2019

Selection Committee - Creative Engagement Grant | Lower Manhattan Cultural Council, NYC - 2017

Independent Curator | Spring Break Art Show, NYC - 2017

Guest Speaker - Art Handling And Installation | Brown University, RI - 2016

Visiting Curator | Nars Foundation, NYC - 2015

Selection Committee | Cue Art Foundation, NYC - 2014

Contributing Column Writer - Stay In The Know | Hyperallergic, NYC - 2013

Visiting Curator | Residencies Unlimited, NYC - 2013

Panelist - Portfolio Review Doctor Sessions | NYFA, NYC - 2008

Leadership Circle For Curators | NYFA, NYC - 2008

Selection Committee - Sun Room Project Space | Wave Hill, NYC - 2007

Judge - Annual Exhibition | Greenwich Art House, CT - 2007

Selection Committee - Swing Space Studio Program | Lower Manhattan Cultural Council, NYC - 2006

Panelist - Studio Residencies | Dumbo Arts Center, NYC - 2006

EDUCATION

Bachelor of Fine Arts | School Of Visual Arts, NYC

SKILLS

Microsoft Office (Excel, Word, PowerPoint), Outlook, Asana, Google Suite, OBS Studio, Photoshop, InDesign, Filemaker, SketchUp, BaseCamp, CMS web design, Email marketing (Constant Contact), Social media (IG, TW, FB)