

Jordan T. Robinson, M.A.

Administrator, Illustrator, and Designer

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Summary

An African-American creative and professional in creative services. Motivated by values supporting community, culture, and the arts and dedicates himself to advancing the value of the arts to community and expanding its influences.

Technology, Craftsmanship, and the Arts are the main tools Jordan uses to communicate between people and building bridges. Collaboration is always invited to all.

Experience

Chief Executive Officer | Creative Director

August 2016 - Present

Executive Assistant

January 2017 - Present

Guest Services Associate at The Mint Museum

January 2017 - Present

Played an integral role in the growth of the institution, as the initial point of contact for all visitors. Am responsible for recognizing and engaging potential clients, strengthen relationships and support the museum as needed. Also solicited support through membership and Annual Fund.

Duties Include:

- Welcome guests in a friendly & positive manner
- Drive membership sales and Annual Fund donations as a part of the Advancement & Communications team, ensuring Guest Services meets its goal in both areas
- Operate cash drawer and ensure accuracy of daily deposits
- Address guest needs and concerns in a proactive manner, ensuring quick resolution
- Demonstrate awareness of, and experience with, numerous Outlook Calendars across two locations
- Responsible for accurate database entry
- Monitor cleanliness in all public spaces of the museum
- Organize and operate coat check, as needed
- Oversee miscellaneous projects, as assigned
- Respond to online, phone, and in person requests

- Support after hour events, when appropriate
- Assist membership manager with administrative task

Community Engagement Assistant at Alliance Theatre

January 2016 - June 2016 (5 months)

- Facilitate, analyze, plan and implement social events and activities involving the engagement of new and ongoing audiences.
- Assisted in the planning, and implementation of ongoing marketing plans, projects, and events.
- Provided administrative assistance to staff in community engagement.

Managed, and participated in competitor research relating to community engagement and other marketing tools/methods.

Docent at SCAD FASH

October 2015 - January 2016 (3 months)

- Assist Curator, Curatorial Director, and Interim Manager with installations of exhibitions.
- Provide additional information of content to guests and visitors
- Participate in Gallery maintenance and upkeep.
- Participate in exhibition events.
- Research additional information regarding content displayed in exhibition, and those related to them.

On Site Manager

August 2014 - March 2015 (7 months)

- Responsible for tracking inventory and the overall productivity of the store during the day.
- Curate, handle, and maintenance, creative content displayed in the gallery.
- Building new business relationships with wholesalers and contracting vendors.
- Serving as a liaison for The Artist Bloc to potential clientele.
- Assisted in creative projects.
- Trained employees and volunteers what the proper procedures in the store and gallery.
- Trained staff in matting and framing services, along with custom framing.
- Trained Staff in curating and gallery maintenance.

Communications Assistant

August 2013 - May 2014 (9 months)

- Communicate urgent messages and recent updates to members of the initiative.
- Coordinated with Director on ideas, plans, and provided feedback on past projects and events.

Student Ambassador at NC A&T SU Multicultural Center

August 2012 - May 2014 (1 year 9 months)

Volunteered whenever there was an event hosted by the Multicultural center. Also oversaw certain projects conducted for particular programs and events ran within the cultural center.

Curatorial Intern at GreenHill

August 2013 - April 2014 (8 months)

Assisted Director of Artistic & Curatorial Programming in the installation of exhibition and maintenance of the gallery.

Assisted administration staff with coordinating with artists, performers, and contractors for projects, exhibitions, events, and receptions.

Assisted Marketing and Design Guru with blog posting and website maintenance, including editorial assistance.

Public Relations Intern

August 2013 - March 2014 (7 months)

- Reconstructed visual appearance of student website supporting the Visual Arts Program.
- Planned, edited, curated, crated, and posted content on website blog; including interviews, news, internship alerts, and other media enrolled students could benefit from.
- Worked with director in planning and implementing the programs brand and image online and on campus.

The website is officially, permanently, closed.

<http://ncatvisualart.wordpress.com/>

Residential Counselor at Duke University Talent Identification Program

June 2013 - June 2013 (less than a year)

I council with students with any issues regarding the social aspect from the program. I also help mentor and foster positive behaviors, stimulate students' intellect, and improve their overall experience in camp through planning and executing activities, and games.

Contributing Author

January 2013 - May 2013 (4 months)

I was asked to design an article on a special show opening at the Dudley Building on NC A&T SU Campus. The job included layout design and content management.

Arts Instructor

November 2012 - May 2013 (6 months)

I am instructing students in the AAA Youth Program in developing their talents and interests in the arts. The youth that I will instruct are ages 10 and up. My intention expose students to techniques and skills that will be necessary in various fields of design and art making. My plan to keep the interests of the students is make each project as customizable to their strengths as possible for the best results.

Resident Councilor at Duke TIP

June 2012 - July 2012 (1 month)

I Supervise, interact, and council students between 13 and 17 years old that have shown through their SAT scores that they are academically gifted for their age. I also plan and run programs that are used to entertain students during their time outside of classrooms. There was an activity that I ran that challenged the creativity of the tipsters. They created a video that lasted for a few minutes. The theme of this video was in regards to a proverb that I found online. The tipsters were challenged to think about what the proverb meant to them and then as a collective group, come up with a story that was related to the meaning of the proverb.

The link to the final product that they made can be located here:

<http://youtu.be/2I3PCoxh8H8>

The purpose of this activity was to encourage students to use the iPads that Duke TIP owns in a constructive, and productive, way. This was also to help expose students to fun ways to use the technology that is at our disposal.

Aside from that, I also observe students in their classes to ensure that they are academically performing well.

Residence Councilor

2012 - 2012 (less than a year)

I was in charge with observing the social behavior of the students, plan programs and activities, and also supervising students on and off campus grounds.

Lifeguard/Aquatics Instructor at Boy Scouts of America

June 2011 - July 2011 (1 month)

I worked as an instructor in the Aquatic Staff of Camp Grimes. I was the instructor for the Canoeing, Swimming merit badges, and I was also an instructor for the learn to swim program. I spent six weeks as the instructor there which is the duration of the season that the camp is open for "scout camp".

Architectural Intern at Gantt Huberman Architects

2008 - 2010 (2 years)

I had the great opportunity to meet Harvey Gantt and Mia Sensabaugh and work with them for my research project in high school. The research was based on Green Building and finding better methods of forming architecture that does less harm to the environment through LEED certification.

Nature/Outdoorsman instructor at Boy Scouts of America

July 2009 - July 2009 (less than a year)

I taught nature and outdoorsman badges for cub scouts in the Mecklenburg County Council.

Education

Savannah College of Art and Design

Master's Degree, Arts Administration, 2015 - 2016

North Carolina Agricultural and Technical State University

Visual Arts, Media Design, 2010 - 2014

Activities and Societies: Art Circle, Alpha Lambda Delta, Resident Hall Association, Order of the Arrow, Boy Scouts of America

Honors and Awards

Multicultural Student Center Outstanding Student Leadership Award, Eagle Scout, Certificate of Award, 2013-2014 Alumni & Friend Exhibition Scholarship Winner, Student Incentive Scholarship Writing, Animation, Storytelling, Visual Storytelling, Brand Strategies, Marketing, Video Games, Illustration, Camping, New Technologies, Social Media, Media, Movies, Film, Management, Biking, Canoeing, Swimming, Blogging, Website, Digital Modeling, Photography

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[Contact Jordan T. on LinkedIn](#)