

“Creative entrepreneur with the intention of owning, and/or running, a creative arts center, of all disciplines, which serves the communities in ways beyond traditional means.”

Jordan T. Robinson

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Skill Sets

Software

Tessitura, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Publisher, Microsoft Outlook, Microsoft OneNote, Altru, Blackbaud, Office365, Adobe Photoshop, Adobe Illustrator, Adobe Premier, Adobe InDesign, Adobe Flash, OBS (Open Broadcast Software), Blender, Lightroom.

Social Media Platforms

Facebook, Twitter, Instagram, Youtube, Periscope, Tumblr, Wordpress, SnapChat, LinkedIn, Flickr, Behance

Other Skills

Social Media, Photography, Layout, Research, Campaign Planning & Management, Strategic & Tactical Planning and Management, Blogging, Project Management, Account Managing, Illustration, Graphic Design

Honors

Eagle Scout 2009

NCAT Alumni and Friends

Scholarship winner – 2013

Outstanding Leadership and

Service Award - 2013

Languages

English - Native

Spanish - Fluent

French – Learning

Education

North Carolina Agricultural & Technical State University

B.A. Visual Arts Design (Media Design)

2010 - 2014

Savannah College Art and Design

M.A. Arts Administration (Business Design & Arts Leadership)

2015 - 2016

Work Experience

Mint Museum

Guest Services Associate (1/17 – Present)

- Solicit memberships and advocate other products and services of the Museum.
- Assisted in the planning, and implementation of ongoing marketing plans, projects, and events.
- Managed constituent relationships through Altru/Blackbaud Software

Alliance Theatre

Community Engagement Assistant (1/16 – 5/16)

- 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.

SCAD FASH

Docent & Guest Services (10/15 – 6/16)

- Archived and studied information relevant to each exhibition.
- Assisted in the installation, and maintenance of exhibition.
- Provided customer service in ticket sales, and retail.
- Provided tours to special guests and patrons.
- Provided educational material to patrons, special guests, and others who inquired.

Greenhill

Curatorial Assistant (08/13 – 4/14)

- Assisted in administration of projects, special events, and donor related events.
- Assisted in curating, and upkeep of artwork in each exhibition.
- Assisted in planning for future exhibitions.