

LAUREN A. O'HARA

306 West 3rd Street, #311, Los Angeles, CA 90013
ilaureen@yahoo.com
213.620.1746

Education:

MA, Arts Administration, Golden Gate University, San Francisco, CA, 2002

Training Seminar in Qualitative Methodology, "Interpreting Latino Cultures: Research and Museums"

The Smithsonian Institute, Center for Latino Initiatives Scholarship, Washington, D.C., 2001

Mediation Training & Arts Resolution, California Lawyers for the Arts, certification & registration, San Francisco, CA, 2000

BA, Art History, University of California, Irvine, CA, 1996

BA, Politics & Society, University of California, Irvine, CA, 1996

Experience:

Marketing Coordinator, (AIG) American International Group, Inc.

Los Angeles & San Francisco, 01/03 to present

- Coordinate & host events/seminars for various companies and initiatives for AIG Southwest Region (CA, AZ, NV, CO)
- Support Senior Management; Internal & external regional informational and training contact; publish monthly guide

Gallery Associate, San Francisco Arts Commission Gallery

San Francisco, 7/04 to 4/05

- Arranged the successful fundraising event, "Commission '04" with Planning Committee & Board of Directors
- Specific duties included: PR and marketing, archivist, exhibitions, receptions & special events

Special Projects Programmer: Special Wednesdays School Access, San Francisco Museum of Modern Art

San Francisco, 6/03 to 12/03

- Programmed, scheduled and assessed an innovative public education program for the Marc Chagall exhibition
- Supported museum mentoring program and docent education/programming

Conference Coordinator for the 27th Annual Social Theory, Politics and Arts Conference, Golden Gate University

San Francisco, 10/00 to 11/01

- Managed volunteers & students; budgeted & developed program and events
- Web designer & webmaster; designed & delivered all communications

Research & Teaching Assistant, Showa University of Music

Atsugi, Kanagawa-ken, Japan, 9/00 to 4/01

- Designed curriculum and content for original online, cross-cultural undergraduate arts management course
- Taught arts and music management; directed & advised student productions
- Published international arts management curriculum study

Senior Art & Book Salesperson, Norton Simon Museum of Art

Pasadena, 6/96 to 6/98

- Fine Art & Book Sales, product display and development
- Museum stewardship and guest services

Membership:

- Golden Key National Honor Society
- Pi Sigma Alpha, Omicron Chapter, the National Science Honor Society

Volunteer Experience:

- "Junior Achievement" teaching volunteer
- Education Department intern/volunteer @ San Francisco Museum of Modern Art
- On call Special Event volunteer for ArtworkSF
- Events & Curatorial Volunteer @ CellSpace's Crucible Steel Gallery
- Professional Workshop Assistant @ Arts Education Funders' Collaborative

References:

- Gladly provided upon request

Skills & Attributes:

Creative, Self-Motivated,
Responsible, Detail-Oriented,
Highly Organized

Arts Management, Research,
Communications, Project &
Special Events Coordination,
Mediation

Mac and/or PC; MS Office, Star
Office, Lotus 1-2-3, Access &
FileMaker Pro

Paint Shop Pro, Adobe
PhotoShop, MX Fireworks,
Quark Xpress, InDesign,
Dreamweaver, &, HTML