

# Jaquelyn Mendez

Artist & Gallery Assistant

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## EDUCATION

AUGUST 2017 - MAY 2019 **SUNY University at Albany**, Albany, NY — *Masters in Fine Arts*  
AUGUST 2016 - MAY 2017 **SUNY University at Albany**, Albany, NY — *Masters in Arts*  
AUGUST 2010 - MAY 2014 **College of Saint Rose**, Albany, NY — *Bachelors in Fine Arts*

## EXPERIENCE

### **Carolyn Ray Inc**, Yonkers, NY— *Studio Assistant & Colorist*

JUNE 2021 - PRESENT

Manages the color mixing department of the studio. Tasks include calculating base formulas for color mixing based on past orders, mixing all inks, dyes, and solutions up to CRI standards for production, calculating and keeping detailed records of quantities post-production, etc. Reports to and works closely with the Studio Manger, assisting with planning, executing, and finishing all painted materials. Tasks include assisting in research for current orders and R&D from past painting projects, setting up & cleaning up tools for production, hand painting CRI materials with lead painter, and executing in in-house finishing, etc.

### **Servant's Heart Ministry**, Wyckoff, NJ— *Development Assistant*

JANUARY 2021 - JUNE 2021

Reports to and works closely with the Administrative Coordinator, assisting with marking and development. Tasks include assisting with writing content for newsletters, brochures, website, presentations, grants, etc.

Media tasks include gathering photos and videos for social media, marketing materials, etc., developing content for and manages social media and assisting in organizing video production. Administrative tasks include preparation for meetings, ordering marketing materials for meetings, events, programs, etc. and assists with communication with volunteers, donors, vendors, project partners, etc.

Organizational growth tasks include research for program development, worksite development, grants, etc. and assisting with volunteer, donor, partner, and community engagement.

### **Hauser & Wirth**, New York, NY— *Freelance Invigilator*

OCTOBER 2019 - DECEMBER 2019

Acted as a gallery attendant and guard through working as the first point of contact for the public while handling the security of exhibits and managing visitors.

Serve a multi-part function by acting as an educational resource for visitors as well as assisting the on-site security team by enforcing gallery rules and guidelines for the general public.

**University Art Museum, Albany, NY — Graduate Assistant**

SEPTEMBER 2017 - MAY 2019

Assist in all aspects of installation and de-installation of temporary exhibitions. Primary duties include handling of artwork, hanging artwork, painting walls, hanging informational panels, etc.

Assist in aspects of curating future exhibitions. Primary duties include research, drafting informational panels, drafting text for exhibition publications and website exclusives.

Assist in aspects of collections. Primary duties include framing, handling of artwork from various storage spaces and digitizing records of the collection.

**Museum of Modern Art, New York, NY — Visitor Assistant**

DECEMBER 2014 - JANUARY 2015

Daily tasks included administering and distributing tickets, providing information about the Museum and

its collections and exhibitions, and scanning tickets and passes.

Supported the lobby management team in all operational aspects of serving visitors in various public spaces and assisted with customer service issues such as defusing difficult situations.

**Storm King Art Center, New Windsor, NY — Seasonal Guide**

AUGUST 2014 - NOVEMBER 2014

Assisted visitors by answering questions and providing information on the artwork, site, amenities and services

Responsible for protecting Storm King artwork through observation of and interaction with the visitors in a friendly and professional manner

**Baum Textiles, Jersey City, NJ — Design Intern**

MAY 2013 - AUGUST 2013 & JUNE 2012 - AUGUST 2012

Designed fabric patterns using Adobe Photoshop and Illustrator and headed a project designing up to thirty variations for a polka dot line (completed in the second summer).

Carried out multiple office duties such as filing, organizing product binders and filling out order forms.

## **PUBLICATIONS**

"Untitled Interior". Apogee . Spring 2019. 54-55.

## **PUBLICATIONS AS AUTHOR**

"About the Project: Tim Rollins and K.O.S., A Midsummer Night's Dream University Art Museum, 1988", Tim Rollins and K.O.S.(brochure), printed by the University Art Museum at the University at Albany (2018).

"About the Sitters," Younger Than Today: Photographs of Children (and sometimes their mothers) by Andy Warhol (catalogue), published by the University Art Museum at the University at Albany (2018).

"About the Playlist,"Black Righteous Space (brochure), printed by the University Art Museum at the University at Albany (2018).

## **VISITING ARTIST LECTURES**

2020 Lecture/ Presentation, The Spruce, Indiana, PA, February 16.

## AWARDS, GRANTS & FELLOWSHIPS

- 2020            **The Spruce Art Residency**, Indiana, PA—Resident Artist  
2018            **University Art Museum at SUNY University at Albany**, Albany, NY — Milton & Sally Avery  
                 Arts Foundation Internship  
2010-2014     **College of Saint Rose**, Albany, NY — Artistic Merit Scholarship  
20120-2014   **College of Saint Rose**, Albany, NY — Academic Merit

## SOLO EXHIBITIONS

- 2020            Jaquelyn Mendez: spatial sensibilities, The Clark Gallery, Indiana, PA

## GROUP EXHIBITIONS

- 2021            Show #12, The Hallway at Second Street Studio, Troy, NY. Show #6.2:  
2020            Welcome to the Future, The Hallway at Second Street Studio, Troy, NY.  
                 Inaugural Group Exhibition, The Hallway at Second Street Studio, Troy, NY.  
                 MFA Thesis Exhibition, University Art Museum at SUNY University at Albany,  
2019            Albany, NY  
                 Rituals & Identity, Ann Street Gallery, Newburg, NY  
2018            120 Intercollegiate Regional, Art Center of the Capital Region, Troy, NY  
                 MA Thesis Exhibition, Boor Sculpture Studios at SUNY University at Albany,  
2017            Albany, NY  
                 Works by Regional Artists, Terra Nova Gallery, Troy, NY  
2016

## REFERENCES

Corinna Ripps Schaming, Director/Chief Curator University Art Museum at SUNY Albany  
(518) 442-4038  
cschaming@albany.edu

Jeffery Wright-Sedam, Preparator  
University Art Museum at SUNY Albany  
(518) 437-3762  
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Darcie Abbatiello, Registrar  
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