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TRAVEL May 2017 – August 2018

Completed 15 months of world travel in US, SE Asia, Pacific, Central Asia, North Africa, and Europe with my husband. We documented trip in journals, a blog hosted on www.treibdesign.com, and Instagram account, @treibdesign.

WORK

Self-employed photographer and archivist September 2018 – Present
www.roughlycut.com

Partner and Consultant of Treibdesign May 2017 – Present
www.treibdesign.com

Online Collections Project Manager, Meadows Museum January 2016 – March 2017

- Over a 6 month period I worked with a database specialist and graphic designer to build and successfully launch an online collection for the museum website, <http://collections.meadowsmuseumdallas.org/>
- Partnered with the Education department to create special needs and visually impaired accessibility and make sure the new site was compatible with the JAWS reader application
- Presented prospective online collections concepts and lead meetings with curatorial and educational staff to vet information and troubleshoot content issues
- Taught myself to edit htm and css templates
- Maintained data on collection and kept website up-to-date with current information
- This was a culmination of work done over 6 years in which I generated data for the museum's content management system in order to create this customized digitized online collection

Collections Assistant and Database Manager, Meadows Museum; Southern Methodist University, Dallas
April 2011 – March 2017

- Restructured and maintained the collection files of three separate collections; museum permanent collection, university art collection and MFA student collection
- Implemented and continually managed the museum database as well as the transfer of information from the collection files
- Digitized the collection and cataloged all archival materials
- Aided in modernizing collections management policy for the Registrar and Curatorial departments
- Created user manuals for various museum software and protocol
- Coordinated rights and reproductions requests and managed the museum's art reference library with Curatorial Assistant
- Managed all research requests and assist in any in-house object research
- Assisted in processing new acquisitions
- Assisted in ongoing Provenance Research project
- Assisted art handlers in moving, storing, and hanging small-scale artwork
- Hired and managed registrarial interns
- Managed the 2015-1016 University Art Collection inventory
- Aided in exhibitions budget planning, maintenance and invoicing in 2013-2014

Research Assistant/Archivist, The Pace Gallery; New York City October 2008 – February 2011

- Project Assistant to Mildred Glimcher for the 2013 exhibition, “Happenings: New York, 1953-1963”
- Created a physical and digital archive of negatives, slides, and photo prints by Robert McElroy, and paper ephemera all relating to the performance art of Claes Oldenburg, Allan Kaprow, Jim Dine and Robert Whitman
- Chronologically displayed all performances and openings in collated image and ephemera binders allowing the curators to visualize performance timelines
- Conducted background research in museum archives and the New York Public Library, as well as directed interviews with the artists for the catalogue and exhibition

Gallery Assistant/Receptionist, The Pace Gallery; New York City February – October 2008

- Public Relations Responsibilities: organized press packets, scanned media for relevant artist material, updated artist bios and archives, and fielded image requests for publication
- Special Events Responsibilities: managed RSVP lists, mailings, menus and seating
- Receptionist Responsibilities: fielded information requests, managed catalogue sales, updated dealers’ books, managed front desk and phone, managed incoming and outgoing mail and office supplies for all employees

Registrarial Intern, The Pace Gallery; New York City October 2007 – February 2008

- Organized condition reports, artist files, accession information and outgoing loan paperwork
- Assisted with conditioning of artwork and updates in the gallery database
- Compiled and organized exhibition binders for traveling installations

Photo Archive Intern, The Frick Art Reference Library; New York City Summer 2006

- Catalogued new gifts in the photo archives of the art reference library as well as updated and revised artist profiles

PERSONAL BLOG Mortar + Parsley 2012-2014 (hosted at www.roughlycut.com)

- Created and cooked original recipes
- Wrote out recipes with in depth prep and cooking instructions
- Styled food, and shot and edited photography for website

EDUCATION

Connecticut College, BA in Art History, Minor in French, GPA 3.9 2003 – 2007

Museum Studies Program Certificate Spring 2007

Accademia Italiana, Florence, Italy Spring 2006

International Education Services, Paris France Summer 2005

Stockholms Universitet, Stockholm, Sweden Summer 2004

HONORS AND AWARDS

Deans High Honors 2003 – 2007

Phi Beta Kappa and Connecticut Winthrop Scholar Spring 2007

Recipient of the Nancy Batson Nisbet Rash Prize awarded by the Connecticut Collage Art History Department Spring 2007

SKILLS

MS Word • Excel • PowerPoint • Adobe Photoshop • Digital Photography • Strong Research and Organizational Skills • Creative Writing • Cooking • Blogging

LANGUAGES

Intermediate French • Beginner Italian • Beginner Swedish

INTERESTS

Researching • Recording and Documenting • Traveling • Sketching • Cooking • Gardening • Hiking • Camping • Rock Climbing • Yoga