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EDUCATION

University of Chicago, Chicago, IL

Degree Completed: January 2017

Bachelor of Arts with Departmental Honors in Art History

PROFESSIONAL EXPERIENCE

Curatorial Assistant, Smart Museum at the University of Chicago, Chicago, IL

March 2018 -- September 2018

- *Assisted the curator and the publications co-ordinator with administrative tasks related to the exhibition *"The Time is Now! Art Worlds of Chicago's South Side 1960-1980"*
- *Performed independent research in the Regenstein Library Special Collections
- *Managed and edited checklists and online databases of art works, texts, and copyright permissions
- *Wrote and edited exhibition texts and catalog texts for publication
- *Drafted loan requests for art works
- *Maintained contact with artists, curators, and writers regarding their contributions to the exhibition and copyright permissions

Curatorial & Installation Assistant, Sapar Contemporary Gallery, Chicago, IL

September 2018

- *Assisted with installing Sapar's week-long exhibition at the Chicago EXPO art fair
- *Updated contact records of gallery patrons, collectors, and visiting curators
- *Greeted gallery patrons and informed them on the exhibition *"She Summons An Army"* by Phoebe Boswell

Circulation Assistant, Ryerson and Burnham Library at the Art Institute of Chicago, Chicago, IL

June 2017 -- October 2018

- *Assisted library patrons with research requests; retrieved books and special collections material from closed stacks; shelved books, opened and closed the library, performed space management duties
- *Managed and updated circulation records for auction catalogs and off-site materials

Archival Intern and Volunteer, South Side Community Art Center, Chicago, IL

January 2015 -- July 2017

- *Independently worked to create a database of over 300 works on paper and other ephemera by the artist Sylvester Britton
- *Managed and contributed to a database of newspaper articles written about the South Side Art Center
- *Catalogued personal papers, art works, and other ephemera from the estate of Dr. Margaret Burroughs

Permissions Assistant (Books & Contracts Division), University of Chicago Press, Chicago, IL

July 2013 -- October 2014

- *Created a record with the Library of Congress for every new book published by the Press
- *Assembled paperwork for book contracts and filed in the vault of the Press
- *Prepared files for bi-monthly Departmental meetings

Volunteer at Muscular Dystrophy Association, Wilmington, NC

June 2009 -- September 2011

SKILLS

Proficient in database creation and maintenance via Microsoft Suite & Google Suite; Proficient in TMS software (The Museum System); Experience handling (measuring, photographing, documenting, packing, installing) fragile objects, including paper documents; Some photoshop knowledge