

# Graham Matthew Coreil-Allen

701 East 33<sup>rd</sup> Street  
Baltimore, MD 21218  
graham@grahamprojects.com  
grahamprojects.com 917.683.5922

## EDUCATION

2008-2010 **Maryland Institute College of Art**, Mount Royal School of Art, MFA in Studio Art *Baltimore, MD*  
2002-2005 **New College of Florida**, BA in Visual Art *Sarasota, FL*  
2000-2002 **Tulane School of Architecture** *New Orleans, LA*

## SELECTED EMPLOYMENT EXPERIENCE

August 2008 – May 2010 **Graduate Teaching Intern, Maryland Institute College of Art** *Baltimore, MD*  
Elements of Visual Thinking, Interdisciplinary Sculpture Senior Independent Studio, Art Since 1960

- Led group and individual critiques of student work and development.
- Assisted professors in introducing students to contemporary art history and critical discourse.
- Assisted in leading class lectures and group discussions.
- Assisted in administrative duties and grading student writing, work and participation.

August 2009 – May 2010 **Writing Mentor, Maryland Institute College of Art** *Baltimore, MD*

- Reviewed, edited and critiqued student writing.
- Conducted studio visits with students and suggested opportunities for further research.

May 2008 – July 2008 **Art Handler, The Fortress** *New York, NY*

- Assisted galleries and collectors with installation and deinstallation of 2-D, 3-D and video art.
- Assisted in condition reporting, wrapping, crating, storing and shipping 2-D and 3-D art.

January 2008 – April 2008 **Gallery Assistant, Whitney Museum of American Art** *New York, NY*

- Oversaw daily exhibition maintenance and managed closing of Altria satellite gallery.
- Handled curatorial correspondence, processed invoices and coordinated shipping.
- Archived exhibition documentation and files.
- Assisted with image processing and back-matter research for Altria exhibitions anthology.
- Assisted with installation of the 2008 Whitney Biennial.

August 2006 – November 2007 **Assistant Project Manager, E. R. Butler and Co.** *New York, NY*

- Provided architectural hardware specification consultation to architects, clients and contractors.
- Wrote invoices, requisitioned payments, and maintained financial records.
- Wrote purchase orders and coordinated custom hardware production between shops.
- Maintained organized project files.

November 2005 – April 2006 **Development Coordinator, Marie Selby Botanical Gardens** *Sarasota, FL*

- Used the Raiser's Edge to maintain a database of members, donors, and gifts.
- Assisted in writing and editing press releases, flyers, letters to members, and grants.
- Represented the organization to the public and answered phone calls and emails.

## SELECTED VOLUNTEER EXPERIENCE

October 2008 – Present **Public Art and Community Garden Organizer, Tinges Commons** *Baltimore, MD*

- Applied for and received free site lease and neighborhood gardening and art grants.
- Assisted in designing, building and maintaining raised garden beds and public art kiosk.
- Curated accessible public art shows featuring a diversity of local artists.
- Organized public events and provided outreach for residents interested in greening projects.

April 2007 – July 2008 **Neighborhood Arts Organizer, Arts in Bushwick** *Brooklyn, NY*

- Provided planning and event support for the 2007 and 2008 Bushwick Open Studios.
- Organized and led the 2007 Bushwick Open Studios Art Parade.
- Wrote and edited press releases and helped develop the Arts in Bushwick mission statement.

August 2006 – December 2006 **Submissions and Exhibition Intern, SculptureCenter LIC** *Queens, NY*

- Reviewed and archived artist portfolio and project submissions for curatorial database.
- Answered phone calls and provided visitor information about programs and events.
- Opened and closed exhibition facilities and provided daily exhibition maintenance.

## REFERENCES

Available upon request.