

NICHOLAS GELO

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Education

Masters of Business Administration: Olin School of Business at Alfred University May 2017
Sustainable Business Focus, Capstone Course

Bachelor of Fine Arts: NYS College of Ceramics at Alfred University, Alfred, NY May 2016
Alfred University Presidential Scholarship

Experience

Pop-Up Manager, Perch by Pergola, Kent, CT 04/2018
Installed storefront and product displays for *Perch by Pergola* in tandem with owners. Co-curator of social media content using Instagram. Coordinated advertising for events with Kent Barns head of marketing.

Preparator, Albright-Knox Art Gallery, Buffalo, NY 01/2018 – 03/2018
Deinstalled and prepared works from exhibition *Takashi Murakami: Deep End of the Universe* to be shipped. Retrieved work for *We Wanted a Revolution* and *Introducing Tony Conrad*. Installed both shows with a team of preparatory staff.

Graduate Assistant, Alfred Ceramic Art Museum, Alfred, NY 08/2016 – 07/2017
A front desk, exhibitions, collections, and liaison position. Provided guided viewing of the current exhibition for viewers. Participated in transport, care, and cataloguing of university's graduate ceramic collection. Built, installed, and lit exhibitions *Core Sample: Selections from the Permanent Collection* and *Core Sample: Additional Findings* with a team of preparatory staff.

Exhibitions Intern, SITE Santa Fe, Santa Fe, NM 05/2016 – 08/2016
Exhibitions and Preparatory Staff; worked in building and installation of *SITELines.2016: New Perspectives on Art of the Americas*. Facilitated incoming curators and artists as needed during preparation of space and install of their respective works. Communicated with artists and agents to receive loan agreements for artworks.

Director's Assistant/ Designer, Cohen Gallery, Alfred, NY 08/2014 – 08/2016
Facilitated installation and de-installation of exhibitions in conjunction with artists & Director. Designed and installed promotional materials for all exhibitions, including multiple revisions of vector and non-vector artwork and text through Adobe Photoshop, Illustrator, and InDesign. Finalized gallery logo and usage with transitioning assistant.

Owner's Assistant, Nana's Japanese Café, Alfred, NY 04/2015 – 05/2016
Provided customer service, prep cooking, and maintenance in a fast-paced environment. Trained new hires, managed cash drawer.

Skills

Microsoft Office: Word, Excel, Office, & OneNote

Adobe Creative Suite: Photoshop, Illustrator, & InDesign

Interpersonal: Skilled in creating relationships with varying age groups and expertise