

**JOIANNE BITTLE KNIGHT**

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**Work Experience**

- 2007 – Present **AMERICAN MUSEUM OF NATURAL HISTORY** **New York, NY**  
**Assistant Exhibition Preparator (term position)**  
Fabrication and installation for the Museum's traveling exhibitions while working closely with AMNH Exhibition Preparators and Design Department.
- Experience in airbrush techniques, acrylic and oil painting, diorama mural painting, drawing, various sculpture, mold making, sanding techniques, some soldering, knowledge of power tools and art materials, general brainstorming and problem solving in the workshop.
- Special projects include:**
- Airbrushed and hand-painted in detail a variety of botanical models for the wetland diorama using real specimens as reference. This is featured in the exhibit *Water H2O=Life*. Assisted in image research and photography for this project.
  - Completed a 42-ft background painting for the diorama featured in the temporary exhibit, *The Horse*, under the tutorage and supervision of the Senior Preparator. Ordered and organized all Supplies. Set-up for this project included canvas priming, color mixing, and sepia under painting and general daily maintenance in the gallery, assisted in researching images of ancient horses, plants and landscapes.
  - Fabricated, painted and completed a 16-ft sculpture of a coral reef bed featured in the temporary exhibit, *Climate Change*. Techniques included working with a variety of sculpture materials, casting and painting.
  - General Exhibit hall maintenance; cleaning and repairing fossils, skeletal mounts, fixing display signs, operating lifts, dusting and vacuuming artifacts.
- 2005-2007 **Coordinator of Membership Programs**  
Plan, administer and implement programs and large events for AMNH members. Ensure the retention of Members by developing over 100 innovative, high quality programs each year.
- Managed and attended evening and weekend programs, including lectures, children's workshops, offsite and overnight bus trips, Behind-the-Scenes, curatorial and hall tours, as well as exhibition previews, annual Open House, and holiday parties.
  - Process all purchase orders and payment for bus and boat transportation, admissions to other cultural institutions, speakers, educators and program supplies.
  - Write program descriptions for promotion in the bi-monthly Member's newsletter (*Rotunda*), and website. Meet strict editorial deadlines, supply images to the design team for publication, provide logistical program information to other internal departments.
  - Correspond with publishing companies worldwide, and outside scientists, authors and journalists to coordinate book lectures for the public.
  - Supervise and schedule the children's birthday party programs on a daily basis. Produce educational and creative Treasure Hunts in collaboration with volunteers.
- 1999-2003 **CHRISTIE'S AUCTION HOUSE** **New York, NY**  
**Registrar/Gallery Manager for the Private Sales Department**
- Organized and arranged international and domestic shipments of artwork, always under rigorous deadlines in a very fast-paced environment. This included administration of import/export customs documents, insurance certificates, packing and transportation.
  - Managed registration and receipt artwork by using CMS and Property Systems Database.
  - Couriered large paintings and sculptures to Europe and Asia. Hand-carried high-value fine art to clients and galleries in and around NYC on a daily basis.
  - Prepared advice notes, assisted with cataloguing, extensive research and condition reports, assisted art conservators, arranged photography, supported the Business Manager by processing all departmental shipping and gallery expenses.
  - Maintained the Private Sales Fine Art Gallery; designed gallery installations for client viewings including lighting, painting and repairing gallery walls, hanging and installing, storing, framing, frequent lifting, packing and crating artwork.
  - Executed special projects for the Director such as organization and supervision of off-site video shoots, rigging companies for indoor/outdoor installations, established relationships with international and national art shippers and various clients.
- Team Leader for the Books, Prints and Photographs Warehouse**
- Supervised four team members, general assistance to specialists and attended meetings.
  - Received, organized and managed high volume of artwork within the warehouse.

- Prepared property for sales; lotting and archiving, scheduled photography and tours, ordered supplies for the warehouse, packing and transport, in-house paper and frame repair.

## **Education**

1998-1999

### **SCUOLA INTERNAZIONALE DI GRAFICA**

**Venice, Italy**

#### *Post- BFA Graduate Assistantship*

- Printmaking; intaglio, lithography, woodcut, and painting assistant instructor.
- Print shop manager; cleaned and maintained facilities and prepared materials for classes and researched methods on constructing a safe and healthy print shop environment.
- Organized school exhibitions, special events and assisted visiting professors.

1998

### **INDIANA UNIVERSITY**

**Bloomington, IN**

*BFA* in Printmaking, Minor in Art History. Graduated with Honors.

I.U. Overseas Study Program. Awarded *1997 Creative Activities Award*.

**Florence, Italy**

## **Computer Skills**

MS Office, Excel, Publisher, Photoshop, InDesign and digital photography. PC and Mac literate.