



jordan@itsjordanleah.com

www.itsjordanleah.com

860.604.3545

(BE IN TOUCH!)

1 EXPERIENCE

TODAY **IT'S JORDAN LEAH LLC** - Owner/Exhibition Consultant

Philadelphia, PA (May 2013 - Present)

Independent consultant working in content development, graphic design, exhibition design, and project management. Recent clients include: Bluecadet, The Free Library of Philadelphia, Taller Puertorriqueño, The Philadelphia History Museum, The Philadelphia Folklore Project, The CT Historical Society

PRIVATE COLLECTION - Collections Manager

Villanova, PA (May 2017 - Present)

Collections management for a private collection, including: database management and accessioning, condition reports, managing conservation needs, collection research, buying and selling, other administrative work

SPARK FUEL IGNITE! @ UARTS - Project Manager + Design Coordinator

Philadelphia, PA (December 2015 - June 2016)

2015 *Project management and design assistance for a program that teaches high school students about design thinking and community curation. Facilitating the fabrication and installation of a pop-up exhibit about 'The Five Senses of Home.'*

THE PHILADELPHIA PUBLIC HISTORY TRUCK - Exhibition Planning & Design

Philadelphia, PA (June 2013 - August 2014)

Coordinating and designing community-curated history exhibits about and located in Philadelphia neighborhoods.

HIDDEN CITY PHILADELPHIA - Samuel Fells Research Fellow

Philadelphia, PA (May 2012 - May 2013)

Research, writing, and copy editing of extensive histories of festival sites to serve as artist dossiers.

ADIRONDACK STUDIOS - Museum Fabrication Sales Associate

Argyle, NY (May - Aug 2008)

2010 *Creation of RFP database in order to identify future business opportunities. Assisting in the creation of bid packages for new museum fabrication projects and other administrative tasks.*

2 EDUCATION

MFA - Museum Exhibition Planning and Design - May 2013

The University of the Arts - Philadelphia, PA

BA - Museum Studies Design and Theory - Minor:

American Studies - May 2010
Skidmore College - Saratoga Springs, NY

3 SKILLS

MIND Content Development
Copywriting
Copy Editing
Scheduling
Budget Building
Event Coordination

MACHINE Adobe Creative Suite
Microsoft Office
SketchUp
Past Perfect
TMS