

Aurora Andrews

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EXPERIENCE

The New York Times Magazine, New York, NY October 2020 - present
Freelance Production Editor

- Coordinate proofing process in K4 InDesign for weekly publication
- Communicate with Story Editors, Copy Editors, Designers and Photo Editors
- Process files to send to print

Harvard University, Cambridge, MA January - May 2020
Head Teaching Assistant, Department of Visual and Environmental Studies

- Designed curriculum for a new introductory painting course for 72 undergraduates
- Oversaw course administration including student registration, section assignments, and studio protocol training
- Coordinated guest lecturer visits
- Commendation for Extraordinary Teaching: one of 281 instructors out of over 2,500 teaching this semester

The New York Times, New York, NY November 2019 - February 2021
Design Contest Coordinator

- Coordinated Newspaper and Magazine submissions to international publication design competitions
- Created an archive of physical newspapers
- Scheduled weekly reviews with art directors and designers
- Corresponded with contest administrators
- Supervised assistants preparing, labeling, packing and shipping contest entries

Fischer Floor Plans, New York, NY February 2019 - November 2019
Site Visitor/Floorplan Draftsman

- Conducted site visits and drew architectural floorplans of residential properties throughout the New York City metropolitan area
- Corresponded with real estate brokers to arrange appointments

Anita Jorgensen Lighting Design, New York, NY September 2015 - May 2018
Designer/Project Manager

- Coordinated design and construction of architectural lighting systems for museums and cultural institutions including the National Museum of the American Indian and the Ringling Museum of Art, through all project stages
- Designed custom case lighting and track lighting systems for the illumination of visual art and historic artifacts
- Provided on site lighting adjustment in museum galleries

- Prepared and submitted project proposals and bids
- Created award application packages, including winning submissions to the Illuminating Engineering Society and the International Association of Lighting Designers

Art Resources Transfer, New York, NY

May - August 2015

Program Coordinator

- Supervised high school employees participating in New York Summer Employment Program
- Oversaw collection and distribution of donated art books to public libraries around the country
- Corresponded with publishers, librarians, donors, and shipping companies
- Created and maintained organized storage system for donated books
- Updated online catalog with images, book descriptions and details

Convent of the Sacred Heart, New York, NY

January 2012 - May 2015

Upper School Visual Art Teacher

- Designed and taught curriculum for Visual Foundations classes for grades 8-9, including projects in drawing, painting, ceramics, photography, and digital design
- Designed and taught curriculum for Advanced Drawing and Painting classes for grades 10-12, including assignments in charcoal, pencil, watercolor, collage, acrylic and oil paint
- Served as Academic Advisor for 9th grade students

Harvard University, Cambridge, MA

2010 - 2012

Teaching Fellow, Department of Visual and Environmental Studies

- Provided support for undergraduate drawing and painting classes, including ordering supplies, maintaining an orderly classroom, tracking the course budget, and gathering and distributing course readings
- Developed and evaluated assignments, contributed to class critique, and led classes when required
- Coordinated guest lecturer visits and field trips
- Certificate of Distinction in Teaching, 2011, 2012

Freelance Production Assistant, New York, NY

2007 - 2010

- Art and costume department assistant for various film, video and event productions, including *East Fifth Bliss*, *4 Weddings*, Larry Abel Designs, and *Black Swan*, dir. Darren Aronofsky

Harvard University Art Museums, Cambridge, MA

2006 - 2007

Education Assistant, Fogg Art Museum

- Led weekly figure drawing sessions in the museum atrium
- Assisted after school drawing classes for grades 5-8
- Designed activities and art projects relating to the museum collection

Schlesinger Library on the History of Women in America, Cambridge, MA

2005-2007

Archivist, Radcliffe Archives

- Cataloged the Radcliffe Archives photo collection
- Wrote descriptions of material, subject, and condition of materials
- Created organizational categories for material
- Entered information into online database
- Researched copyrights

EDUCATION

2013-2015 Milton Avery School of the Arts, Bard College, Annandale-on-Hudson, NY
MFA in Painting

2003-2007 Harvard University, Cambridge, MA
BA with Honors in Visual and Environmental Studies

SKILLS

Spanish - intermediate level

Microsoft Office (Word, Excel, Outlook), Adobe Suite (Photoshop, InDesign), AutoCAD