

Vivian Ritchie

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EMPLOYMENT HISTORY

- 2021 — Present **Wardrobe Stylist, Commercial, FREELANCE** New York
- Works closely with production, agency, and client on commercial shoots to bring together budget and artistic vision. Brands include Morgan Stanley, USAA, Resy, Panera, Captain Morgan, and the NFL.
- 2015 — 2021 **Senior Manager, Creative Services, STAND UP TO CANCER** Los Angeles / New York
- Cultivated and managed corporate and institutional donors and partners, and collaboratively developed sponsor led programming to grow outreach, fundraising, and engagement.
 - Participated in special project planning and execution for events up to 500 attendees, including the annual Scientific Summit, as well as managing virtual and online donor activations.
 - Aligned SU2C branding and visual assets with fundraising and awareness campaigns for individual and corporate donors like Mastercard, Major League Baseball, and Olivela.
 - Managed product and PoP outreach materials for web and event sales, cross promotions, special events and sponsor needs, while ensuring internal and external brand standard practices and usage were in compliance.
 - Managed online and in person event collateral production, signage, event programs, speaker support media, and break-out event branded templates.
- 2014 — 2015 **Project Manager, THE UNDERGROUND MUSEUM** Los Angeles
- Key team member in executing impactful non-profit fundraising and outreach events like the "LA Nights Fundraising Gala" in conjunction with the LA Film Fest Exhibition.
 - Oversaw the install and logistics of "William Kentridge: Journey to the Moon", the first official exhibition created in partnership with the Museum of Contemporary Art in Los Angeles.
 - Managed the install and fabrication for several of the works included in the "Imitation of Wealth" storefront exhibit at MOCA under the guidance of artist and museum founder, Noah Davis.
- 2012 — 2014 **Project Manager, THOMAS HOUSEAGO / RIPPLE STUDIOS** Los Angeles
- Managed vision and execution for personal functions and organized official studio visits, shoots, and dinners in tandem with museums, galleries, and the in-house production team and assistants.
 - Oversaw the maintenance and associated logistics for the interior and exterior of all facilities.
 - Coordinated with architects, designers, and general contractors on updates and décor for approximately 30,000 square feet of new and existing studio and personal properties.
- 2006 — 2008 **Executive Assistant, CENTRE POMPIDOU FOUNDATION** Los Angeles
- Planned and coordinated events, dinners, meetings, and trips for their annual members' program.
 - Provided event support for domestic and international funding trips and events, including art fairs, and coordinated calendar and travel, and ensured timely expense reporting.
 - Supported public relations on press releases, newsletters, and emails to grow member engagement.
- 2006 **Art Handler, MoMA PS1** New York
- Coordinated transport of large-scale works of art from studios to the museum in a part-time position.
- 2004 — 2005 **Sales & Marketing Associate, NEW MUSEUM** New York
- Educated potential buyers about the artists involved with "Point of View: An Anthology of the Moving Image", including original works by Pipilotti Rist, Paul McCarthy, Pierre Huyghe, Douglas Gordon, etc.
 - Represented the New Museum at art fairs, including The Armory Show and The Affordable Art Fair.
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EDUCATION

- 2011 **Master of Business Administration,** La Jolla
UNIVERSITY OF CALIFORNIA, SAN DIEGO (UCSD)
- 2006 **Bachelor of Fine Arts, NEW YORK UNIVERSITY (NYU)** New York City
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CORE COMPETENCIES

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| Account & Project Management | Client Relationship Management |
| Outreach & Engagement | Vendor Management & Relations |
| Donor & Sponsor Relations | Marketing & Promotions |
| Collateral & Product Development | Creative Direction & Brand Standards |