

MEREDITH CUTLER

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www.meredithcutler.com

Experienced, creative Project Manager specializing in brand marketing and communications

SKILLS: Brand Management, Creative Services and Traffic Management, Event Marketing, Copywriting, Content Creation, Design, Editing, Editorial, Project Management, Public and Media Relations, Social Media Account Management, Website Content Management, Asana, Adobe Creative Suite, Google Suite, MailChimp, Microsoft Office 365, Salesforce

WORK EXPERIENCE

FIRSTWORKS Providence, RI

12/2008-present

FirstWorks is a non-profit presenting arts organization serving Providence and Rhode Island through public performances, festivals and arts-education programs featuring internationally renowned artists. Projects I have collaborated on include arts residencies and premieres with: MacArthur Genius Taylor Mac, composer Daniel Bernard Roumain, choreographer Paul Taylor, Urban Bush Women, Philip Glass, Mark Morris Dance Group, Yo-Yo Ma's Silk Road Ensemble, Alvin Ailey American Dance Theatre, Laurie Anderson and Bill T. Jones / Arnie Zane Dance Company; plus the annual PVDfest co-produced with the City of Providence.

MARKETING MANAGER (CONSULTANT)

9/2016-present

- Strategy and traffic management for advertising, branding and fundraising campaigns across print, web, email, social and broadcast media
- Manage external creative team including designers, web developers, video, and public relations
- Manage \$100K+ marketing budget for performing arts series and annual summer arts festival
- Project manage website redesign
- Manage social media presence
- Content creation including briefs, copy and design across multiple communications channels
- Negotiate media sponsorships with regional media partners valued at \$75-100K annually

MARKETING & PR COORDINATOR

12/2008-8/2016

- Managed design, production and distribution of marketing collateral and ad campaigns
- Facilitated media relations through press releases, interview opportunities and special events
- Negotiated media sponsorships with regional media partners

ARTSCOPE MAGAZINE Quincy, MA

2/2008-present

CONTRIBUTING ARTS WRITER

Artscope Magazine: New England's Culture Magazine is now in its 13th year of providing timely, insightful and accessible visual and performing arts news coverage from throughout the region. My contributions for Rhode Island and MetroWest Boston include:

- Provide written coverage of New England's cultural news for regional arts publication
- Research stories, conduct interviews, acquire and optimize associated visuals
- Cultivate relationships with regional partners including galleries, museums, artists and curators

FIRST ACT INC Boston, MA

12/2002-5/2007

First Act is a consumer electronics manufacturer specializing in musical instruments designed for the general consumer market, children's first musical experiences and professional musicians. Brand launches I collaborated on include: First Act®, First Act Discovery™, First Act Limited Edition, First Act V-Stack® and the First Act Guitar Studio flagship store.

MARKETING & EVENT SPECIALIST

3/2005-5/2007

MEREDITH CUTLER

- Redesigned and managed \$500K international trade show exhibit program
- Collaborated with internal and external partners on cross-promotions and brand launches
- Coordinated design, production and distribution of marketing collateral
- Developed and managed archive of key marketing and publicity assets
- Facilitated media relations as internal contact and planned exclusive press events

SALES COORDINATOR

12/2002-3/2005

- Created sales and video presentations, print advertisements and marketing collateral
- Facilitated development of new consumer products to meet retail partner requirements
- Coordinated and staffed domestic trade show program
- Facilitated field sales team needs across all internal and overseas departments

MIT OFFICE OF THE ARTS, SPECIAL PROGRAMS Cambridge, MA

5/2002-9/2002

SENIOR STAFF ASSISTANT

- Facilitated Artist-in-Residence and student arts fellowship programs during director transition
- Provided interim departmental communications to board members, administration and faculty
- Tracked and reconciled project and departmental budgets

EDUCATION

SKIDMORE COLLEGE Saratoga Springs, NY

Graduated Cum Laude, 1997

BACHELOR OF SCIENCE: STUDIO ART (MINOR: ART HISTORY)

AWARDS: Periclean Honors Society: 1995-1997, Ruth Frenzel '51 scholarship for academic excellence: 1996, Anne Reid '76 scholarship for academic excellence: 1997, Nominated "Student Employee of the Year": 1997

NORTHERN ILLINOIS UNIVERSITY

2006

CTSM (CERTIFIED TRADE SHOW MARKETER)

SEMINARS COMPLETED: Basic Project Management and Reporting Skills, Managing Your Creative, Exhibit Design - From Concept to Completion, The Nuts and Bolts of Budgeting for Results, How to Measure the Value of Events, Integrated Event Tactics, How to Grow Your Brand, Incorporating Brand Marketing Into Your Exhibit Program

SELECTED PUBLICATIONS

[*10 Years. 11 Artists. 2 Galleries.: Fountain Street Checks in with its Roots*](#), Artscope Magazine, March/April, 2021

[*Just Passing Through: The Danforth Celebrates the Natural World*](#), Artscope Magazine, November/December 2020

[*Revealing the Will of Water, Andy Goldsworthy's Watershed Opens at deCordova*](#), Artscope 'Zine, November 15, 2019

[*Art and Nature, Nurtured*](#). Trustees welcomes deCordova Sculpture Park and Museum, Special Places, Fall 2019

[*Reflecting the Landscape, "New Horizon" takes flight*](#), Special Places, Summer 2019

[*Ellie Brown: Holding on to a Dear Life*](#), Artscope Magazine, November/December 2018

[*Flora, Fauna and Fantasy: It's All Natural At Fountain Street*](#), Artscope Magazine, November/December 2016

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- Curating the Museum of the Massachusetts Landscape*, Special Places, September-December 2016
- [Museum of the Massachusetts Landscape](#), Artscope Magazine, July/August 2016
- [Bunny Harvey at Wellesley: Exploring the Seen and Unseen](#), Artscope Magazine, November/December 2015
- [Paul Rouso Adds Another Dimension](#), Artscope Magazine, September/October 2015
- [Good Vibrations: Niho Kozuru at Hess Gallery](#), Artscope Magazine, January/February 2015
- [We Are You International: Latino Artists in the Spotlight](#), Artscope Magazine, July/August 2014
- [The Wild Wild \(Metro\) West](#), Artscope Magazine, May/June 2014
- [Mother Brook Arts Flirts with a New Direction](#), Artscope Magazine, April/May 2014
- [Dressed for Success, In the Studio with Virginia Fitzgerald](#), Artscope Magazine, January/February 2014
- [What's cooking at CREATE2013 Boston](#), Artscope 'zine, June 4, 2013
- [Living in a Material World: Carol McMahan/Kathleen Volp at Bromfield Gallery](#), Artscope Magazine, March/April 2013
- Tracing the Path of "The Expressive Voice"*, Artscope Magazine, January/February 2012
- Sweet Revelation: Ailey's Masterpiece in Providence*, Get Magazine, May 2011
- Concepts in Glass*, Artscope Magazine, May/June 2011
- "Industrial Strength"*, Artscope Magazine, March/April 2011
- Sachiko Akiyama: "Things Unseen"*, Artscope Magazine, January/February 2011
- Tracing the Living Journey "Kevork Mourad: Paintings"*, Artscope Magazine, May/June 2010
- Not Your Hipster Vintage—"In Their Own Way: Vintage Watercolors by Rhode Island Artists (1890-1960)"*, Artscope Magazine, March/April 2010
- The Man in Motion: 25 Years of Genius*, Get Magazine, March 2010
- Ghosts of the Past, Present and Future—"Zugunruhe", an installation by Rachel Berwick*, Artscope Magazine, January/February 2010
- "Inner City" An installation by ceramic sculptor Arnie Zimmerman and Architect Tiego Montepegado*, Artscope Magazine, November/December 2009
- Putting the "Work" in Cirque*, Get Magazine, November 2009
- Plug in, Providence—"Pixilerations [v.6]"*, Artscope Magazine, September/October 2009
- CW Roelle "Not Only Women In White Dresses"*, Artscope Magazine, July/August 2009
- Andiamo! Art on the Hill. Destination: Federal Hill, Providence's Little Italy*. Artscope Magazine, May-June 2009.
- Jessica Gonacha at Yes Gallery and Studio*, Artscope Magazine, May/June 2009
- Derek Harding and Jason Green*, Artscope Magazine, March/April 2009
- Networks 2008: A Collaboration*, Artscope Magazine, January/February 2009
- Paul Clancy, City Unconventional—Providence's photo-archeologist continues his search for the soul of a building*, Artscope Magazine, November/December 2008
- Elizabeth King "The Sizes of Things in the Mind's Eye"*, Artscope Magazine, November/December 2008

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RISD's New Chace Center Bridges the Divide, Artscope Magazine, November/December 2008

Chihuly at RISD, Artscope Magazine, November/December 2008

David H. Wells "Light Studies", Artscope Magazine, September/October 2008

Ken Takashi Horii "Of Mind and Matter", Artscope Magazine, September/October 2008

Dora Atwater Millikin "Geometry of Place", Artscope Magazine, July/August 2008

"Kevin Gilmore: Recent Paintings", Artscope Magazine, July/August 2008

Allison Paschke, Artscope Magazine, May/June 2008

"Styrofoam", Artscope Magazine, May/June 2008

"Sit Down: The Process of Furniture Design", Artscope Magazine, March/April 2008

SELECTED EXHIBITIONS AND ARTS PANELS

School Representative: Natick Cultural Arts Committee, Natick, MA. 2016-2020

Celebrity Guide: Providence Gallery Night, Providence, RI. May 16, 2010

"Art From The Streets" Group Show, URI Feinstein Providence Campus Gallery—Providence, RI. July 1-August 21, 2009

Juror: Artscope Magazine centerfold contest, September/October issue 2008

"Skidmore College Alumni Exhibition" Juried Group Show, Frances Young Tang Teaching Museum—Skidmore College, Saratoga Springs, NY. May 31-June 3, 2007

"150x150" Annual Fundraiser, Green Street Gallery—Jamaica Plain MA. Exhibition October 21-November 12, 2005

"150x150" Annual Fundraiser, Green Street Gallery—Jamaica Plain MA. Exhibition November 4-20, 2004

"150x150" Annual Fundraiser, Green Street Gallery—Jamaica Plain, MA. Exhibition October 28-31, 2003

"HUBBUB 2003" Benefit and Silent Auction, Boston Center for the Arts—Boston, MA. March 27, 2003

"Heather Hobler-Keene and Meredith Cutler", Allston Skirt Gallery—Boston, MA. May 31-June 22, 2002

"The Drawing Show" Juror: Bill Arning, Mills Gallery, Boston Center for the Arts—Boston, MA. December 15, 2001-February, 2002

"Material History: A Cultural Exploration in Fiber and Glass", Group Show, Starr Gallery—Levinthal Sidman Jewish Community Center, Newton, MA. September 9-November 4, 2001

"parabolic strands distant distant blue", Collaborative Installation: 9yds. presents at the Wallace Library Gallery, Wheaton College—Norton, MA. November 8, 1999—February 12, 2000

Visiting Artist: Wheaton College—Norton, MA. November 1999