

Caitlin Rae Hargarten

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resumé

Personal Objectives

Maintain a self-motivated and goal driven work environment with high standards to complete tasks to their best potential. Conduct myself in an enthusiastic, professional, honest manner, and strive for an organized environment. To employ art as the catalyst for the unity of the community and personally remain committed to a future in the arts.

Work History

Director, Art Shanty Projects

2009–Present

Written successful grants, spearheaded a successful fundraising event, working with advisory board to revitalize a longterm strategic plan. Hire and oversee 5 staff members. Recruit, coordinate and conduct all correspondence with over 100 artists, and 25 performance groups. Schedule and facilitate all meetings with several volunteers, artists, board and staff. Work with Springboard for the Arts to facilitate all incoming and outgoing finances. Manage communications and maintain relationship with the city of Plymouth.

Director, Red Hot Art Festival

2006–Present

Written successful grants, visualize a thriving community arts event and see it through completion growing the project exponentially over past 3 years. Recruit, coordinate and conduct all correspondence with over 100 artists, 28 music groups and 3 food vendors. Curate 5 installation art and interactive art experiences. Supervise 1–2 interns as well as delegate weekly projects. Schedule and facilitate all meetings with 15–25 volunteers and staff. Facilitate all incoming and outgoing finances. Coordinate publicity materials, write and distribute all press releases and maintain web presence.

Program Coordinator, MCAD DesignWorks

2007–2009

Dedicated support to the Director in the management of the studio. A constant team member, picking up responsibilities as acting manager between interim directors in the studio. Interview, train, and oversee 10–17 staff. Manage all accounts payable/receivable, and payroll. Maintain up-to-date communication with potential, existing and past clients.

Education

Bachelor of Fine Arts

2003–2006 University of MN, Twin Cities
2001–2003 University of WI, Milwaukee

Community Involvement

2007 & 2008 Grant Allocation Committee Member
Minneapolis Regional Arts Council (MRAC)

2007 Grant Allocation Committee Member
COMPAS

2007–2008 Board Member
Stevens Square Community Organization (SSCO)

2007–Present Outreach and Events Committee Member
Stevens Square Community Organization (SSCO)

2006–2008 Co-Chair and Secretary
Stevens Square Center for the Arts (SSCA)

2005–2006 Administrative Intern
In the Heart of the Beast

1998–2001 Community Board Member
Peer Resource Education Program

Achievements

2009 *Currated and oversaw execution of "Sweet Hair Poster Show" raising money for Locks of Love.*

2008 *Implemented new systems to effectively streamline accounting processes in DesignWorks.*

2008 *Typography class completed at Minneapolis College of Art and Design.*

2007 & 2008 *Written grants and received community arts funding from the Metropolitan Regional Arts Council for Red Hot Art.*

2007 *Collaborated on community arts program grant and received funds from COMPAS.*

2006 *Spearheaded record breaking fall fund raiser for SSCA.*

Software Capabilities

I am knowledgeable in MS Word, MS Excel, MS Power Point, Adobe Photoshop, Adobe InDesign, Filemaker Pro, and Base Camp.