

# VIRGINIA HOFFMAN

ARTIST – EDUCATOR – GO GETTER

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Sunnyside, NY

## EDUCATION

INITIAL TEACHING CERTIFICATION  
for Visual Arts K-12, New York State  
Department of Education  
Valid - 2020

MASTERS OF ARTS  
Art and Art Education  
Teachers College of Columbia  
University  
New York, NY  
2012 – 2014

BACHELOR OF ARTS  
Studio Art and Art History  
Wellesley College  
Wellesley, MA  
2005 - 2009

## SKILLS

Photoshop  
Excel  
Final Cut Pro  
iMovie  
Customer Service  
Public Speaking  
Program Management  
Teamwork  
Web Design  
Print Design  
Fix anything

## INTERESTS

Disability Justice + Visibility  
Access  
Preschool for All  
Reproductive Rights  
Sustainability  
Being an Ally  
Vintage Fashion  
My dog (Jo Jo)

## PROFILE

Experienced manager of school accounts, program leadership, and working with people of diverse backgrounds. Advocate for people of all abilities and intersectional inclusive spaces. Emotionally intelligent, loads of integrity, detail oriented.

## PROFESSIONAL EXPERIENCE

EDUCATION OPERATIONS MANAGER | 2017 – ongoing  
Education Coordinator | 2016 – 2017  
Friends of Materials for the Arts, Long Island City, NY

Facilitate the organization, customer service, and overall maintenance of our educational programs, exhibitions, and public programs that enhance and promote Materials for the Arts, a municipal donation program and arts education center. As the EOM, I oversee school account relationships, department finances, accreditation with partner organizations, teach field trips, and am the primary graphic designer.

- Primary contact for school and teacher accounts, scheduling services, payments, web and membership support, and professional development credits.
- Facilitate educational experiences from prek to graduate school. Teach field trips, work shops, community events, and professional development classes.
- Maintain records and manage finances for Education Department. Created new systems to track finances, which resulted in faster payments, easier book keeping, and better inventory of services and purchases.
- Managing content and systems of the new materialsforthearts.org website.
- Primary graphic designer and create content for materialsforthearts.org, digital communications, social media, merch, program or event specific advertising, print media, and reports.
- Collect, record, and process education evaluations and organization's data to use in visual material or internally to measure success and answer questions.

EDUCATION ASSOCIATE, Full Time | 2015 – 2016  
Education Coordinator, Part Time | 2014 – 2015

Supported the continued growth and development of Visionaries + Voices Teaching Artists (TAs) who were hired to teach, lead, or present about their artwork through hands on art activities in schools, communities, or art organizations. Facilitated the day to day support, scheduling, transportation, and professional development of TAs.

- Observed, managed, and evaluated the PFAU Artist Residency, which placed two TAs and a part-time educational coordinator in long-term teaching positions at Mercy Montessori Elementary School and Clark Montessori High School.
- Oversaw and managed the Teaching Artist-led art classes, to children and teens with special needs, during the 2015 and 2016 Social Skills Summer Camp, organized by Melodic Connections. Included fundraising over 10K through gofundme, supervising one part-time educator, being a killer time manager.

OWNER | 2010 – Ongoing  
Eagle Creek Farm LLC, Dry Ridge, KY

Second generation cattle farm owner and employer. (This is a once a month, weekend commitment but in spring, I come back with baby cow photos.)