

# MERI ROSE

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## Summary

Passionate arts administrator dedicated to creating successful arts experiences. Enjoys enhancing processes and systems to increase efficiency, build capacity, and improve team communication.

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## Education

### MA Library & Information Studies

University of Wisconsin-Madison  
May 2017

### MA Contemporary Art History, Theory & Criticism

School of the Art Institute of Chicago  
May 2014

### BA Art History & Studio Art

Western Washington University  
December 2011

## Tools

Adobe Acrobat DC	SignUp Genius
Adobe InDesign	SquareSpace
Adobe Photoshop	Survey Gizmo
Airtable	Survey Monkey
Asana	Tessitura
Doodle	Trello
Google Apps	Weebly
JotForm	Wix
Mailchimp	WordFly
Microsoft Office Suite	WordPress
Monday	

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## Experience

### Community & Cultural Resources Planner

City of Madison Department of Planning, Community & Economic Development | Jan, 2022 - Present

- » Manage public art initiatives including designing and promoting calls for artists, budgeting, assisting the Madison Arts Commission with applicant review, coordinating installation, and marketing.
- » Oversee the City of Madison public art collection and Municipal Building rotating exhibitions
- » Review project proposals for local historic districts and local landmark structures based on Secretary of the Interior's standards for preservation practices
- » Administratively approve Certificates Of Appropriateness guided by the Landmarks Commission

### Managing Director

Make Music Madison, Madison WI | November, 2021 - Present

- » Coordinate the production of a free, city-wide festival of 300+ performances across 110+ venues.
- » Assist performers and hosts in registration, marketing, and event management.
- » Market the event through a website, social media pages, printed materials, and media interviews.
- » Manage donor relations and fundraising initiatives.
- » Build and expand upon relationships with crucial community partners, performers, and venues.

### Administrative & Collection Management Consultant

Downtown Street Art & Mural Project, Madison WI | June, 2020 – November, 2021

- » Facilitated the production of 100+ murals in the downtown State Street pedestrian corridor.
- » Administered artist applications, waivers, contracts, surveys, material donations, and distribution.
- » Provided 10+ hours each day of on-site management throughout installation.
- » Created a database to provide public access to information about these important cultural assets.
- » Inventoried, accessioned, and documented resulting murals and oversaw storage logistics.

## Experience, cont.

### **Co-Administrator - Public Art, Design & Placemaking Workshops**

Wisconsin Economic Development Corporation, Osceola, Waupaca & Janesville WI | April-June, 2021

- » Co-presented public art, design, and creative placemaking workshops to civic leaders, community partners, artists, and arts administrators in the cities of Osceola, Waupaca, and Janesville, WI.
- » Assisted with travel logistics, contracting, presentation development, and project management.
- » Compiled workshop material and equipment needs, oversaw all technical aspects of presentation.
- » Developed pre and post-workshop participant surveys. Analyzed and compiled resulting reports.
- » Oversaw development of a site-specific temporary public art project in each community.

### **Programming & Community Engagement Coordinator**

Overture Center for the Arts, Madison WI | 2017-2020

- » Managed community programming serving 75,000+ people annually including a weekly family performance series, student matinées, an annual cultural festival, and pre/post show audience engagement events.
- » Single point of contact for program artists, traditional and non-traditional audiences, and the general public.
- » Selected, negotiated with, and contracted performers.
- » Coordinated print and online marketing efforts, managed Facebook page, gave numerous media interviews.
- » Gathered, reported, and analyzed program outcomes.
- » Evaluated cultural representation of audience and performers, and actively sought ways to increase diversity.
- » Provided critical input and support for a software transition to the ticket management system Tessitura.

### **Exhibition Coordinator - *From Here On Out***

Integrated Art Group, Madison WI | August-October, 2020

- » Managed exhibition budget, fundraising initiatives, call for artists, and opening reception.
- » Created and distributed press releases and promotional kits, and managed media requests.
- » Built a Wix web store to process artwork sales and promote event online.

### **Gallery Coordinator**

Overture Center for the Arts, Madison WI | 2015-2017

- » Coordinated the production of 12+ exhibitions a year in 3 high-traffic galleries.
- » Served as the primary contact for artists, art buyers, media, and the public.
- » Instituted a digital project management tool to streamline work flow and improve communication.
- » Administrated annual call for artists and participated on the gallery selection committee.

### **Collection Management Intern**

City of Madison Planning Department, Madison WI | 2016-2017

- » Inventoried and accessioned a municipal art collection of 500+ artworks of all mediums.
- » Established data standards and record fields for a new database using museum best practices.
- » Digitized a physical card inventory with 300+ artworks.
- » Organized and collated data into the collection management system Airtable.
- » Provided a recommendation to the city for future collection management policies and procedures.

### **Curatorial Fellow**

Sullivan Galleries, Chicago IL | 2013-2014

- » Collaborated with 9 fellows to produce an exhibition with 125+ artists in a 32,000 sq. ft. gallery.
- » Directly represented 35 MFA students and effectively advocated for their goals and needs.
- » Lead studio visits and consultations with artists working across all mediums.
- » Assisted in installation strategies and promotion of the exhibition through social media and a blog.

# Academic Administration & Teaching

## Assistant Director

Public History Project, University of Wisconsin-Madison | October - December, 2021

- » Assisted with the content writing, and direction of *Sifting & Reckoning: UW Madison's History of Exclusion & Resistance*, an exhibition of public history exhibited at the Chazen Museum of Art in Fall, 2022
- » Developed a project management system for exhibition and events planning.
- » Designed and managed an exhibition content manager including item checklist, and digital asset database
- » Facilitated informational presentation to university faculty, students and executive staff.
- » Wrote exhibition label text and assisted in exhibition layout and design.

## Admissions Representative

Office of Admissions and Recruitment, University of Wisconsin-Madison | 2016-2017

- » Reviewed undergraduate & transfer applications, composed admissions recommendations following NACAC.
- » Presented school information sessions to thousands of prospective students and their families.
- » Resolved prospective student and family questions and concerns with care and efficiency.

## Library & Information Literacy Instruction (LILI) Program

Office of Admissions and Recruitment, University of Wisconsin-Madison | 2016-2017

- » Provided library literacy instruction to hundreds of undergraduate students.
- » Designed and implemented three lesson plans and several engaging class activities.
- » Independently taught six information sessions and assisted in over 20 sessions.

## Teaching Assistant - Support Staff

Art Lofts Woodshop, Department of Art, University of Wisconsin-Madison | 2015-2016

- » Hired, trained and scheduled a staff of five to oversee a woodshop and metal foundry.
- » Managed material and staff budget.
- » Instructed shop users on proper tool use and construction techniques.

## Partners for After School Success AmeriCorps Member

Goodman Community Center, Madison, WI | 2014-2015

- » Provided weekly literacy tutoring to 8 middle school ESL learners.
- » Developed 30+ arts and culture lesson plans for youth.
- » Lead student volunteer opportunities and social emotional learning activities.

## Research Assistant

Department of Art History, The School of the Art Institute of Chicago | 2013-2014

- » Located and summarized print and digital materials and composed annotated bibliographies.
- » Provided critical research materials for the production of several high profile art history publications.

## Admissions Ambassador

Graduate Admissions Office, The School of the Art Institute of Chicago | 2013-2014

- » Lead weekly campus tours to prospective graduate students and families.
- » Coordinated graduate admissions events.
- » Advised prospective students on the admissions process, campus life and graduation requirements.

## Teaching Assistant, World Cultures and Civilizations

The School of the Art Institute of Chicago | 2012-2013

- » Mentored 100+ students each semester, graded, edited and provided valuable feedback on papers.
- » Developed lesson plans and lead monthly museum tours.
- » Instructed students in research methods and Chicago Style citation.

## Web Design

Since 2010 I have been using Squarespace, Weebly, Wix and Wordpress to build user-friendly websites. Below is the list of currently published sites I have designed and maintained:

- » **Create Wisconsin** | Arts Advocacy non-profit | [www.createwisconsin.org](http://www.createwisconsin.org)
  - » **Any Given Child-Madison** | Arts Education Non-Profit | [www.anygivenchildmadison.com](http://www.anygivenchildmadison.com)
  - » **DarRen Morris Art** | The art of incarcerated artist DarRen Morris | [www.darrenmorrisart.com](http://www.darrenmorrisart.com)
  - » **Ledger Designs** | Hand drawn and printed graphic tee company | [www.ledgerdesigns.art](http://www.ledgerdesigns.art)
  - » **Beth Racette** | Multi-media artist & arts administrator | [www.bethracette.com](http://www.bethracette.com)
  - » **The Vintage RV Rental** | Vintage RV Rental Company | [www.thevintagervrental.com](http://www.thevintagervrental.com)
  - » **Purr-fect Pet Sitter** | Pet sitting in Napa, CA | [www.purr-fectpetsitter.com](http://www.purr-fectpetsitter.com)
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## Conference Presentations & Awards

*Creativity, Collaboration, & Community-Building: The Downtown Street Art & Mural Project*  
2022 Women & Gender Studies Conference, UW-Madison, April 9, 2022

*Struggles and Strife in Madison Public Art*

Fenster Award for Academic Writing, University of Wisconsin-Madison, April 2016

*Inventing a Future Through History: The Layering of Time at Mildred's Lane*

Presented at 5 conferences in 2014 at The School of the Art Institute of Chicago, The Art Institute of Chicago, The University of California San-Diego, Central Michigan University and Duke University.

*Sculpture, Site, Viewer: The Bodily Experience*

Presented at a graduate student conference at Indiana University Bloomington in 2014.