

Stephen Blackwelder

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FINE & ETHNOGRAPHIC ART-----

- ◆ **Director of Inventory and Research** **Primitive, Inc., Chicago** **2010--**
Supervise cataloging, research and tracking of a nearly 20,000 item inventory of ethnographic/tribal arts and furnishings for four-floor retail gallery and off-site warehouse. Consult with in-house graphic design and IT team to build multi-function website to showcase both product and cultural documentation. Assist the owners with purchasing plus developing schedule of gallery (and on-line) exhibitions, including curatorial concept and planning, item selection, installation design and execution.

- ◆ **Director, Minasian Textile Arts** **Minasian Oriental Rugs, Evanston** **2006-10**
Curate and install fine textile and carpet exhibitions including contact with lenders, item selection, intake/documentation, data entry/cataloging of all exhibitions items, research and creation of gallery labels/signage, supervise installation/lighting of exhibitions, create promotional materials/press releases, including media contact and interface with guest lecturers, VIP groups, donors, etc.

- ◆ **Consignment Cataloging/Research** **Susanin's Auctions, Chicago** **1997-99**
Consignment Direct intake of property (on location and in gallery), data entry/documentation, supervise research and detailed cataloging of Fine Art and Oriental rug departments, also assist in decorative arts and furniture
Client services Account representative for clients including sales/collection, maintain vendor and buyer records, accounts and databases, track RTV requests/authorizations, oversee packing/shipping, document and track returns to vendors and buyers
Exhibition Sales floor presence as director of fine and ethnographic art, write/compile condition reports for buyers, phone/order bid advice and execution, writing and editing/proofing of exhibition catalogs, direct marketing to vendors and buyers, training and podium experience as auctioneer

- ◆ **Store Manager** **The Nomad's Loom, Chicago** **1994-95**
Sales & service of Oriental rugs/cleaning and repair, assist with inventory, shipping, bookkeeping, and client services, assist with property management including rentals, inspections/appraisals and eventual sale of business; stayed on to assist new owners for operations and client continuity

- ◆ **Director, Conservation Framing** **Neville-Sargent Gallery, Chicago** **1984-95**
Direct purchasing, client services, pricing, budget and execution of orders for in-house custom framing shop; created, juried and executed invitational fine print show including all correspondence/scheduling with artists, gallery staff and press; assist with general sales, exhibition catalog and gallery installation, selection of art/artists for gallery representation

- ◆ **Fine Print Sales** **Richard Reed Armstrong, Chicago** **1991-95**
Assist gallery director as sales representative at seasonal Fine Art and Antique exhibitions in greater Chicago area

TEACHING-----

◆ **Music Director** **DePaul University Community Chorus** **2005--**
◆ **Director of Choral Music** **Lake Forest College** **1986-88**

Program Administer choral program: recruit, supervise auditions and seating, select repertoire and soloists, schedule physical rehearsal and performance requirements (dates/venues) w/ college master calendar, collaborate with faculty and guest soloists, hire/supervise professional staff

Finance Develop, implement and manage budget including staff salaries, sheet music purchase and rentals, equipment purchase/maintenance, promotional and touring materials

Teaching Rehearse and conduct multiple concerts both on and off campus, teach music appreciation

◆ **Director of Orchestras** **East Carolina University** **1995-97**
Northern Illinois University **1991-92**

Program Administer orchestral program: recruit, supervise auditions and seating, select repertoire and soloists, schedule physical rehearsal and performance requirements (dates/venues) w/ university master calendar, collaborate with faculty and guest soloists, supervise graduate students and professional staff

Finance Develop, implement and manage budget including staff salaries, sheet music purchase and rentals, equipment purchase/maintenance, promotional and touring materials

Teaching Rehearse and conduct multiple concerts both on and off campus, teach beginning and graduate level conducting, guest coach/clinician for choral, opera groups and solo musicians

EDUCATION-----

◆ **Master of Music** **Northwestern University** **1979**
Orchestral Conducting
Pi Kappa Lambda (Music Honor Society)

◆ **Bachelor of Music** **University of North Carolina** **1978**
Conducting and Performance: Voice and F Horn