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# Margo C. Grace

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## Project Coordinator

Jackson School of Geosciences  
University of Texas at Austin, 1 University Station (C1100), Austin TX 78712-0254  
Tel: (512) 232-1920 / Fax: (512) 471-9425  
[margo@jsg.utexas.edu](mailto:margo@jsg.utexas.edu)

## OBJECTIVE

Dedicated and well-organized professional with excellent administrative skill and project management experience seeking a position to supplement an ongoing part-time appointment at the University of Texas, in order to expand and utilize her proven ability to research, manage and develop opportunities for the benefit of students, faculty and staff.

## EDUCATION

Bachelor of Arts Degree from the University of Colorado Boulder (1986-1989)  
(GPA 3.54) - Communications / Film Studies / Sociology  
*Graduated early to return to London, England following a study abroad program at The Royal Academy of Music & Regents College and internships with the British Film Institute in the UK and Viacom International in the USA*

## PROFILE

Superior ability in multi-tasking and dealing with ambiguity in a changing environment  
Strong communication skills both verbal and written, as well as exemplary interpersonal skills  
Excellent digital management utilizing cloud computing, MS Office and iWorks (Mac & Windows)  
Accomplished in graphic/web design (Adobe Dreamweaver, Photoshop, Illustrator and InDesign)  
Considerable financial management experience including budget analysis and resolution  
Substantial database management with advanced FileMaker Pro knowledge for online web sharing  
Attention to detail with regard to internal & external developmental relations (corporate / non-profit)  
Ability to work effectively under pressure to meet deadlines and ensure goals are met and exceeded  
Motivated self-starter with the ability to grasp and learn new skills and applications quickly

### ***Professional training received in numerous areas since 1990 including but not limited to the following:***

Legal Administration • Financial Management • Personnel • Marketing • Equal Opportunities  
Disability Awareness • Grant Writing • Admin for Non-Profits • Curatorial archiving • Internet Research

### ***Experience with the procedures and protocol utilized by many UT networks and systems including:***

DEFINE • Travel Management Services • Office of Sponsored Projects • UT Digital Repository

## PROFESSIONAL EXPERIENCE

### **UNIVERSITY OF TEXAS-AUSTIN (Administrative Associate) 2006 - Present**

***Project Coordinator for The Jackson School of Geosciences since 2008***

[www.edger.jsg.utexas.edu](http://www.edger.jsg.utexas.edu)

- Manage, develop, direct and evaluate all activity related to the organization and improvement of the EDGER Forum in consultation with sponsors as well as project team members, post-docs and graduate students at the Jackson School.
- Work closely with EDGER Forum sponsor representatives to promote confidence in the Forum's mission and actively recruits new/potential sponsors keeping the Principal Investigator and co-P.Is informed of progress against plan.
- Prepare detailed reports on project progress for Forum sponsors including project proposals, financial costs/projections and analyses as well as research progress of graduate students, post-docs, team members & faculty with a focus in exploration geophysics.
- Develop project plans including project life cycle, budgets, resource requirements – including an online multi-component seismic interpretation database, an online database detailing history of sponsor relations as well as providing full management of the website.

### **CHATEAU MARGO, LLC (Principal / Artistic Director) 2004 - Present**

[www.chateaumargo.org](http://www.chateaumargo.org)

- Provide marketing solutions and graphic/web design to the creative industry and independent businesses
- Produce exhibitions, commissions & cultural exchange projects representing local, national & international art

### **NEW ORLEANS AUCTION GALLERIES, INC (Art Consultant) 2003 - 2004**

[www.neworleansauction.com](http://www.neworleansauction.com)

- Responsible for handling all incoming & outgoing fine art, including cataloguing and publicizing consignment
- Developed new clientele of consignors and buyers creating sales in excess of \$150,000 per auction

### **BRYANT GALLERIES OF NEW ORLEANS (Art Consultant) 2003 - 2004**

[www.bryantgalleries.com](http://www.bryantgalleries.com)

- Provided consultation and identified as top salesperson for this highly successful gallery to clients worldwide on over 60 artists
  - Photographed large inventory of artwork for digital and print publications and archiving purposes
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## **WATERSTONES / DILLONS (Sales Associate & Customer Service Representative) 1998 - 2002**

[www.waterstones.com](http://www.waterstones.com)

- Data management duties including inventory management, sales fulfillment, and accounting
- Customer facing role required excellent customer service skills

## **ARTS & MEDIA PRODUCER, UK & CONTINENTAL EUROPE 1993 - 2003**

### **Freelance Consultant / Curator / Coordinator**

Selection of significant projects, clients and awards to represent freelance work commissioned over 10 years in Europe:

- **The Lux Centre for Film Video and New Media / LFMC / LVA** – Freelance Curator, 1995-2002 / [www.lux.org.uk](http://www.lux.org.uk)  
The Lux in it's current manifestation was founded as a non-profit to build on the lineage of The Lux Centre for Film, Video and New Media housed in Hoxton Square from 1999 - 2002, the London Film-makers Co-operative (1966-1999) and London Video Arts (1976-1999). At the Lux Centre in Hoxton Square – Margo (*formerly known as Margo Chapman*) curated numerous film seasons, managed crew members & volunteers, maintained databases, and publicized edit suites for professionals working on high quality, cost effective music videos, experimental films & short documentaries.
- **Lara Bohinc** - Public Relations Manager 1997 – 1998 / [www.larabohinc.com](http://www.larabohinc.com)  
Created press which gave rise to the New Generation Design Award at the company's London Fashion Week debut and managed major marketing campaign in first year of business.
- **International Symposium of Shadows (ISS)** Producer / Curator 1995 – 1996 / [www.doingfilm.nl/studio/iss.html](http://www.doingfilm.nl/studio/iss.html)  
Carried out the research & development work and raised over £40,000 in funding through public and private sponsorship and established the foundation for the production which was staged in London in October 1996.
- **Musée du Louvre Paris** Art Consultant 1995 – 1996 / [www.louvre.fr](http://www.louvre.fr)  
Assisted in the development of the major program and film season '*La Couleur au Cinéma*' which took place in 1995 and was responsible for gathering documents from The British Library for use in program conferences and subsequent film seasons in collaboration with other cinematic organizations also working with the Film Curator and the Louvre Auditorium.
- **Museum of Modern Art Slovenia / Moderna Galerija / British Council** Guest Curator 1995 / [www.mg-lj.si/index.jsp](http://www.mg-lj.si/index.jsp)  
Presented work commissioned by the British Council of contemporary moving image-based programs by young British artists in the cities of Ljubljana and Maribor.
- **Arts Council of England / Lightcone, Paris** Curator / Art Consultant 1994 – 1995 / <http://www.artscouncil.org.uk/>  
Awarded £12,000 grant from the Arts Council to develop my skill as a curator of moving image based media and developed a major live arts event of expanded cinema, performance and film/video installation in Paris.
- **The Arts Technology Centre - ARTEC** Designer / Consultant 1993 – 1994 / [www.islington.gov.uk](http://www.islington.gov.uk)  
Designed questionnaire to decipher the training needs of artists as well as educational organizations interested in multi-media software and was responsible for analysis of information to aid development of course curricula and syllabus and procuring funds for the projects from Islington Council.
- **Islington International Festival** Assistant to the Director, 1993 / [www.islington.gov.uk](http://www.islington.gov.uk)  
Assisted the entrepreneurial Director during the initial development phase and subsequent foundation of the IIF  
Provided full support to the Director including liaison with the Council, Festival Chair (*Dame Diana Rigg*) and Festival Board members. Responsible for development & maintenance of database as well as managing a team of volunteers.

## **LONDON ARTS BOARD (Administrator) 1991-1993**

[www.artscouncil.org.uk/regions/london](http://www.artscouncil.org.uk/regions/london)

- Data management duties including database administration and light IT programming
- Financial expertise relied upon for budget analysis; grant administration, and resource funding
- Organized meetings and seminars for Departments of Visual Arts, Music, Dance, Literature and New Media

## **BBC ENTERPRISES (Personal Assistant to the Director) 1990-1991**

[www.bbcworldwide.com](http://www.bbcworldwide.com)

- Sold and distributed BBC Video World, a video subscription service, to an audience in over 150 countries
- Data management duties include word processing, travel arrangements, diary and meetings
- Researched marketing opportunities and oversaw fortnightly direct mail campaigns