

LINDSEY A. JOCHETS

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EXPERIENCE

The Metropolitan Museum of Art

September 2015 to Present

Executive Assistant/Associate Development Officer to Clyde B. Jones III, SVP for Institutional Advancement

- Support The Met's Senior Vice President charged with fundraising and revenue generation including Individual, Government/Foundation, and Planned Giving, as well as Membership and Visitor Services, Corporate Engagement, Restaurants, and Special Events including the Costume Institute Benefit, compile and yield Board Reporting for these areas.
- Serve as the first point of contact by owning SVP's day-to-day administrative needs by fielding calls, assisting guests and staff, all the while streamlining overarching requests and leading operations to resolve issues before they arise.
- Oversee dynamic and complex calendars; schedule all internal and external meetings including museum leadership, benefactors, prospects, and media/speaking engagements thus providing all meeting materials, research briefs, and remarks; coordinate intricate domestic and international travel including detailed itineraries flights, accommodations, dining, ground transportation, and overall logistics.
- Manage finances and budgets by reconciling and tracking expenses, and oversee incoming gifts; assisted with \$1.03 billion dollar capital campaign, as well as planning the launch and announcement of 150th Anniversary campaign.
- Liaise with Museum President, Director, General Counsel, Human Resources, Finance, Compliance, and Investment offices, collaborate with all 17 curatorial departments as well as education, conservation, libraries, and orchestrate operations with Communications, Information Technology, Buildings, and Facilities, Security, and Government Relations.
- Supervise special projects including creating a database of 200+ galleries for capital campaign planning and prospective donor outreach, helped launch the international council, implementing new donor catalogue/database (Tessitura), and he consolidation of 17+ curatorial departments' acquisition requests into one concise and sortable Collection Plan for The Met's 150th Anniversary in 2020, along with overseeing 150th Anniversary Board of Trustees committee.
- Contribute to ongoing business initiatives such as strategy assessments such as the Five-Year Plan, Chairman's Report, Annual Report, along with evaluating effectiveness of the Modern and Contemporary agenda, including the launch of The Met Breuer and redesign of southwest wing.
- Facilitate sponsorships of special exhibitions and events, such as the collaboration between Apple, Condé Nast Vogue, Instagram, and Valentino for The Anna Wintour's Costume Institute's exhibition Rei Kawakubo/*Comme des Garçons: Art of the In-Between*.

New York Institute of Technology

August 2013 to September 2015

Executive Assistant/Board Liaison to Edward Guiliano, CEO, President, and Professor of English Literature

- Provided administrative assistance and support for the university President and Board of Trustees; operated as commissioner for entities, deciphering significance, ensuring quality over quantity, and anticipating needs before they arise.
- Scheduled all Board of Trustee meetings, committee meetings, and board engagements including board outings and special events. Oversaw the President's multifaceted calendar by arranging internal and external meetings across campuses including New York, Arkansas, United Arab Emirates, China, and Canada locations.
- Acted as secretary of the corporation by governing board books and bylaws, creating meeting and presentation materials, engaging development prospects, onboarding of trustees, and piloted meetings and events.
- Served as a gatekeeper for the President; managed President's calendar appointments, transportation, and travel needs and orchestrated communications ranging from talking points to scholarly research and presentations.
- Aided in the smooth transition of the Board of Trustees chair and other university leadership.
- Lead event planning such as overseeing convocations and commencements; organized multiple ongoing special projects such as honorary degree committee, President's global student fellowships, communications and press relations with top media partners – e.g. Huffington Post, Cyber Security, President Reports, etc.

The New School

June 2008 to August 2013

Executive Assistant to David van Zandt, President / Bob Kerrey, President Emeritus

- Administered daily operations and communications for President, President Emeritus, and Provost, including scheduling, event planning, and organizing student and faculty outreach.
- Eased the transition of university presidents, along with the pivot of the strategic plan and overall outlook for the institution.
- Conducted research and writing on behalf of President Emeritus Bob Kerrey, 35th Governor of Nebraska and United States Senator from Nebraska. Managed logistics for 20+ presidential forums on prominent current social issues including The US Government's Financial Crisis Inquiry Commission, featuring testimony of Warren Buffett and Moody's.
- Collaborated on special projects, including University in Exile and IDEO collaboration.
- Worked on the \$353 million capital campaign for the University Center on the corner of Fifth Avenue and 14th Street.

EXPERIENCE CONTINUED

UrbanGlass

August 2004 to June 2008

Acting Director of Education at a nonprofit public glass studio

- Directed education department and student services, developed curriculum, marketing and university accreditation/partnerships (LIU, NYU, Parsons, and SVA).
- Fundraised for a multi-million-dollar renovation completed in 2013.

UrbanGlass

August 2004 to Present

Adjunct Faculty

- Instruct hot glassblowing courses and workshops.

EDUCATION

Parsons The New School For Design & Cooper Hewitt, Smithsonian Design Museum, New York, NY

May 2013

Masters of Arts, History of Design and Curatorial Studies

- Thesis: *Conspicuous Consumption of Cultural Capital: Higher Education's Consumption and Re-appropriation of Culture*

Virginia Commonwealth University, Richmond, VA

December 2003

Bachelors of Fine Arts, Material Studies & Sculpture, Concentration in Glass

COMMUNITY ENGAGEMENT

The Bead Project

2011 to Present

- Mentor women; teach lampworking and jewelry making, glass history, computer skills, job readiness, business practices, and entrepreneurship.

The New Design High School

2011 to 2013

- Mentor high school students; gave presentations on art, design, and history.

Occupy Sandy

2012 to 2013

- Founded fundraiser and volunteered with the residents of Rockaway Beach, NY.

Universidad Autónoma de Manizales, Colombia

June 2012

Visiting Faculty and Scholar

- Taught sustainable development through design in collaboration with The New School's Development through Empowerment, Entrepreneurship, and Design (DEED) program.
- Promoted development by uniting university students with local artisans, while engaging them with the Artesanías de Colombia. Published: *Mind, Body, Spirit, & Gratitude*

Wednesday's Child

2008

- Taught foster children to blow glass as part of a television and web spotlight.

SKILLS

- Goggle Docs and applications, Apple and PC products, Microsoft Office suite (Outlook, Word, Excel, Power Point, 360 Teams), Adobe catalogue (Acrobat, Photoshop, InDesign), Concur, American Express Global Business Travel, Workday, The Agency Manager (TAM), Tessitura, Jira, Pledgemaker software, Slack, Cloud storage, Dropbox, Twitter, Instagram, Facebook, Weebly, Square Space, Tile, Nest, understanding of coding and broad range technology
- Knowledge of event production, copyright law, research and writing including Chicago Manual of Style citations
- Professional Development training in human centered design, diversity and inclusivity initiatives
- NYC Health Certificate in Food Protection