

# Dana Haynes

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## EDUCATION

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### NEW YORK UNIVERSITY

New York, New York

*Bachelor of Arts in Art History, May 2012*

## COMMUNITY LEADERSHIP

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### SOUTHERN ARIZONA ATTRACTIONS ALLIANCE

*Member 2018-2019*

### KODIAK HISTORICAL SOCIETY

*Chairman of the Board, 2017 - 2018*

Chair of the Board Development Committee and serves on the Fundraising, Endowment, and Capital Campaign Committees.

### KODIAK KIWANIS CLUB

*Member 2017-2018*

## WORK EXPERIENCE

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### Southern Arizona Arts and Cultural Alliance

Tucson, AZ

*Artistic Programs Manager*

*Oct 2018 – Present*

- Oversee all planning details of multiple art festivals ranging in size from 10,000 to 45,000 attendees, managing relationships with vendors, project partners, and artist participants.
- Program rotating exhibits in three art gallery spaces, recruiting artists, installing and deinstalling exhibitions, and hosting opening receptions in coordination with volunteers.
- Outreach to artists and arts organizations throughout Tucson providing regular updates on programming and opportunities in the community.
- Support a variety of programs in different disciplines including culinary events, music festivals, and classic car shows.

### Kodiak Chamber of Commerce

Kodiak, Alaska

*Director of Community Relations*

*Jul 2017 – Jul 2018*

- Create and implement marketing strategies for membership recruitment and retention, including oversight of membership database and invoicing.
- Design advertising for local businesses, organizations, and events including social media and web content, newsletters, radio and print advertising, and yearly membership directory magazine.
- Management of Chamber events including trade shows, public forums, festivals, and networking and educational events.
- Maintain strong relationships local business owners, nonprofit leaders, and government agencies, serving as their main point of contact.
- Oversee various board and member committees preparing agendas and minutes

### The Alutiiq Museum & Archaeological Repository

Kodiak, Alaska

*Gallery Manager*

*Mar 2015 – Jul 2017*

- Coordinate gallery events including, workshops, tours, arts in education activities, and special projects. Efforts include management of Museum Volunteer scheduling.
- Outreach efforts including meetings and presentations to local community organizations, in order to create opportunities for partnership.
- Manage membership program and support sponsorship and fundraising activities.
- Develop marketing materials and advertising of all Museum activities, in print, online, and through social media.

- Manage grant projects as assigned, including assistance with grant applications, final reporting, and budgeting.
- Serve as Manager of the Museum Store including the online store, overseeing purchasing, sales, and the store budget.
- Welcome visitors into the Museum and perform front desk duties including ticket sales.
- Supervise the schedule, workload, and training of the Gallery Assistant

**Fruitlands Museum**

**Harvard, Massachusetts**

*Museum Interpreter*

*May 2014 – Mar 2015*

- Develop and deliver accurate and relevant tour programming, highlighting the collection
- Work with both the general public and specific tour groups, including large school groups
- Lend assistance during special events and public programming, including craft activities

**Skinner Auctions**

**Marlborough, Massachusetts**

*Auction Assistant*

*Oct 2013 – Mar 2015*

- Digital photography and photo editing using Camera Control Pro and Nikon NX2 software.
- Pull and organize objects up for auction, using careful art handling techniques and knowledge of Decorative Arts terminology
- Assist clients with any questions or concerns during auctions

*Interim Marketing and Events Assistant*

*Aug 2014 – Feb 2015*

- Selected to support the Marketing and Events Department in the absence of an Assistant
- Coordinate and monitor large mailings of press materials both physical and email marketing
- Special event assistance, running Appraisal Days, organizing materials for offsite events, and assisting clients in registration.

**AWARDS AND HONORS**

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- Guardians of Culture and Lifeways Award, Museum Excellence Award, ATALM, 2016

**ADDITIONAL SKILLS**

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- Proficiency with Microsoft and Adobe Suites and Quickbooks Point of Sale
- Use of fundraising and membership database software including Little Green Light, Salesforce, and Chamber Master.
- Email marketing using MailChimp and Constant Contact
- Participation in New Pathways Alaska, foundational training in audience engagement and evaluation techniques, supported by Rasmuson Foundation.

**References available upon request.**