

PILAR DIRICKSON GARRETT

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PROFILE

Pilar Dirickson Garrett is a Brazilian-born arts professional and curator with multi-year experience in nonprofit arts management, programming, and administration for leading cultural and academic institutions in New York City.

She is dedicated to providing rigorous and intelligent administrative support to pioneering arts organizations in their pursuit of equitable, inclusive, and mission-driven curatorial and pedagogical practice.

EDUCATION

09/2016 – 05/2018 **MA Latin American Studies with Concentration in Museum Studies**
New York University, New York, NY

09/2011 – 05/2015 **BA History with Honors**
University of British Columbia, Vancouver, BC

01/2014 – 05/2014 **Certificate Programme in Humanities**
University of Amsterdam,
Amsterdam, NL

PROFESSIONAL EXPERIENCE

05/2018 – Present

Cinema Tropical, New York, NY

Assistant Director

Currently serving as Assistant Director of Cinema Tropical, a 501(c)(3) nonprofit media arts organization and the leading presenter, programmer, and promoter of Latin American cinema in the United States.

I operate as the primary administrative support to the Executive Director, responsible for managing the essential, day-to-day operation of the organization across its three primary platforms of engagement: programming, promotion, and distribution. In my role, I:

- Provide highly-skilled, intelligent, and proactive administrative support in all areas of office management
- Function alongside the Executive Director to formulate, strategize, and produce CT's roster of ongoing public programs
- Manage all logistical coordination and record-keeping associated with running CT's calendar

- of programs, screenings, and special events
- Maintain and foster relationships with CT's longstanding institutional partners and stakeholders, locally and nationally
- Manage office calendar, maintain minutes of staff meetings, and coordinate intern timetables
- Oversee all drafting and copy-editing of public-facing press materials, newsletters, blog posts, and site copy
- Supervise CT student interns
- Manage booking of air travel, accommodation, and ground transportation for all visiting artists; serve as primary point of contact for all visiting artists
- Handle confidential and sensitive information with discretion
- Conduct research on artists, publications, and institutions
- Represent CT at professional development workshops and industry symposiums
- Foster a general office atmosphere of community and conviviality

07/2018 – 02/2019

Center for Latin American and Caribbean Studies (CLACS), New York University, New York, NY

Project Manager

Served as Project Manager of NYU's ongoing program, *INDOCUMENTALES/UNDOCUMENTARIES: An Itinerant Film and Conversation Series*. Founded in 2010 with a specific focus on US/Mexico immigration, the program has since matured in its commitment to exploring the full multiplicity of Latin American migrant experiences in the United States.

- Functioned as liaison between three partner organizations: NYU's Center for Latin American and Caribbean Studies, Cinema Tropical, and What Moves You? / World Council of People for the United Nations
- Supervised the full restructuring of the program
- Managed all logistics related to the production of the series

05/2018 – 07/2018

Center for Latin American and Caribbean Studies (CLACS), New York University, New York, NY

Freelance Consultant

Contracted to conduct research into the history of the *INDOCUMENTALES* program and to produce a final report for the partner organizations' internal use. Based on first-person and phone interviews with the core founders of the program, composed a detailed chronology of the project from 2008 to present, complete with insight into past factors that affected the project's progress.

- Identified and proposed solutions to major problems in the mission/production of the program
- Report lead to NYU CLACS making the decision to formally re-brand and re-launch *INDOCUMENTALES*

09/2017 – 05/2018

Center for Latin American and Caribbean Studies, New York University, New York, NY

Graduate Research/Curatorial Assistant

Served as Graduate Research/Curatorial Assistant for Dr. Ada Ferrer on her multi-platform exhibition *Visionary Aponte: Art and Black Freedom* (Little Haiti Cultural Complex, Miami, 2017; King Juan Carlos I of Spain Center NYU, New York, 2018; Duke University, Durham, 2018).

- Comprehensively assisted Dr. Ferrer in her role as head curator
- Conducted supplementary historical and art historical research for the exhibition
- Managed primary source materials; compiled historical image archives; produced academic frameworks for exhibition media
- Drafted and edited online and print copy
- Participated in general exhibition planning

11/2017 – 01/2018

Center for Latin American and Caribbean Studies (CLACS)/NACLA, New York University, New York, NY

Graduate Curatorial Assistant

Partnered with NYU CLACS Director and Assistant Director on the preliminary planning for a photography exhibition to present a collection of photographs from the North American Congress on Latin America (NACLA) archives.

- Participated in the selection of images for the exhibition
- Conducted research into the origins of the photographs; recorded and systematized missing bibliographic information
- Developed curatorial frameworks for the exhibition
- Developed preliminary installation plans

06/2015 – 06/2016

Museum of Anthropology, University of British Columbia, Vancouver, BC

Curatorial Intern

Served as Curatorial Intern for the Chief Curator of African and South American Cultures. Worked primarily on the Museum of Anthropology's major long-term exhibition *Amazonia: The Rights of Nature* (Museum of Anthropology, Vancouver, 2017).

- Comprehensively assisted Dr. Nuno Porto in his role as head curator
- Participated in early conceptualization meetings
- Processed and identified neglected material in the Museum's Amazonian collections
- Conducted secondary source art historical and anthropological research
- Managed reference material; developed curatorial research bibliographies

LANGUAGES / SKILLS

Languages

English (native); Brazilian Portuguese (fluent); Spanish (proficient)

Software

MacOS, Microsoft Windows, Microsoft Office (Word, Excel, Publisher, PowerPoint, Outlook), Google Suite, Photoshop

References available upon request.