

Cynthia McCreery

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Experience

Technical Coordinator, YVR Art Program, Vancouver, BC – 2015-Present

Achievements: building strong relationships with other contractors at YVR, building a maintenance schedule for the YVR Art Collection, managing all the steps in the YVR Art Loan Program including fostering artist relationships and creating art documentation systems, managing all on-site details of caring for the YVR Art Collection and reporting these to the contract manager, reporting and scheduling conservation for issues with the YVR Art Collection.

Administrative and Program Coordinator, YVR Art Foundation; Vancouver, BC – 2016-2018

Achievements: creating a culture of support for the recipients of the Foundation's programs, participating in the implementation of the Aspiring Artist Award, website updates, building a Social Media plan to increase engagement and followers, participating in jury sessions.

Organizer of the Skeena Salmon Art Show, Skeena Salmon Art Fest; Terrace, BC – 2018

Achievements: creating a tracking system for collecting artist's information, engaging with artists in the weeks leading up to the art show, meeting the deadline for collecting information to be created into an exhibit booklet, assisting with the installation of the art show.

Operations Director, Skeena Watershed Conservation Coalition, Hazelton, BC – 2013-2015

Achievements: creating and overseeing all HR processes including: hiring protocols, staff reviews and regular meetings and check-ins. Initiating and overseeing strategic planning sessions, supporting media and funder relationships, contributing to grant writing and tracking systems, implementing a shared digital filing and backup system, bringing a newly acquired database system into regular use by staff members and managing much of the backend administration, overseeing an office redesign and planning functionality of the office space, successfully managing multiple work experience students.

Events and Volunteer Coordinator, Skeena Watershed Conservation Coalition, Hazelton, BC – 2012-2013

Achievements: creating systems for managing event planning, organizing and promoting an art workshop weekend and art auction, organizing and promoting a river float event with nearly 100 participants on the water, enhancing volunteer engagement by matching skills with organizational needs.

Youth on Water & Women on Water Program Coordinator, Skeena Watershed Conservation Coalition, Hazelton, BC – 2012-2015

Achievements: implementing systems for organizing sign-ups and managing structures within the program, hiring guides and facilitators, resolving a major staff dynamics issue, connecting with engaged participants to assist with promoting the program, ensuring youth and women at-risk had the opportunity to participate in the programs, hiring a video editor to create a promotional video for the program.

Education

Langara College, Vancouver, BC – Expressive Arts Therapy Program, 2018-2020 (in progress)

University of Victoria, Victoria, BC – Bachelors Degree in the History of Art, Honours with Distinction, 2001-2005

TREC (Training Resources for the Environmental Community) – Stepping up to Leadership and Senior Leadership, five weeks of cohort training - 2012-2014

Skills

My most valuable skill is the ability to build strong relationships with coworkers and collaborators. I am adaptable to new environments and quick to learn new skills and systems. I am passionate about finding the best and most efficient ways for a team to excel, however, I believe it is important to honour and learn about existing systems before introducing a lot of change. I am innovative and engaged in the work I do, and love the challenge of helping a team grow.

References

References available upon request