

CAROLINE CHOW

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January 1, 2002

University of California at Los Angeles
450 Westwood Boulevard
Los Angeles, California 90024

Attn: Ms. Dorothy Allan, Assistant Chancellor

Dear Ms. Allan:

Mr. Thomas Boyington of the Metropolitan Museum of Art suggested I contact you regarding any Museum Curator or Art Director positions in your organization.

Over the past 11 years I have gained profound experience in **foundation and estate management, art acquisition, and public relations**. I hold particular expertise in closing foundations and estates, being able quickly to assess the situation, target problem areas, prioritize tasks and expedite settlement.

I have extensive art education and have acted as a **corporate art consultant** for several well-known entities, including Kodak, which now boasts a significant collection of world renown thanks to my training, experience, and instincts for client preferences. The groundwork for this experience began with my managing the studio of the prestigious sculptor Glenna Goodacre. Additionally, I have coordinated the production, publication and exhibition of major bodies of art such as Andy Warhol, John Lennon, Robert Farber, Brian Weil, Hans Namuth and Robert Mapplethorpe, earning those estates several million dollars yearly.

Excellent writing skills have enabled my authoring **grants and proposals** for project funding and fellowships. Intimate knowledge of exclusive art markets allows me to obtain markets, funding, donations, and permanent homes for many revered art collections and archives. I work in close consonance with estate attorneys and accountants as well as with sophisticated members of the international art world.

I am genuinely interested in any programs fostering public education and awareness of social issues, including AIDS or advocacy of quality art education in public schools. I am a great admirer of the "Studio in a School" project and would not hesitate to use this as a program development model.

Thank you for your consideration. I will contact you in a couple weeks to schedule a meeting with you, after you have had the chance to review my qualifications.

Sincerely,

Caroline Chow
Enclosures: Resume

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PROFESSIONAL PROFILE:

EXECUTIVE DIRECTOR — ADMINISTRATOR — FINE ARTS CONSULTANT

ANDY WARHOL FOUNDATION - NEW YORK 1998 to Present

Executive Director

A grant-bestowing foundation and artist’s estate.

Administrative liaison to museums, executive boards, committees, lawyers, sponsors, fellows, jurors, grantees, advisors, interns and technicians.

- Researched, wrote and publicized grant proposals delivering \$2M yearly.

THE ESTATE OF JOHN LENNON - NEW YORK 1996 to 1998

Executive Administrator

A photography and peace activist archive.

Networked with arts institutions globally as potential hosts of this educational photo exhibition.

- Successfully placed the exhibits in 9 U.S. and European locations.

KODAK CORPORATION - CHICAGO 1994 to 1996

Art Consultant

Counseled corporate clients regarding multimillion-dollar art acquisitions and sales for this prestigious photographic collection. Negotiated details of the exchanges with museums and private collectors. Organized and catalogued extensive art inventories. Directed archival preservation services.

CAROL CHOW PRODUCTIONS - DALLAS 1991 to 1994

Freelance Publisher / Art Dealer / Entrepreneur

Secured financing for, produced, exhibited and sold the commissioned Polaroid prints of Brian Weil, Hans Namuth, Robert Mapplethorpe, Richard Prince, Ellen Brooks and Stephen Frailey.

GLENNA GOODACRE STUDIO - TAOS 1989 to 1991

Studio Manager

Managed studio operations, production, scheduling and billing for editorial and commercial assignments. Inventory manager for studio resources. Organized fine art exhibitions.



PROFESSIONAL AFFILIATIONS AND APPOINTMENTS:

Trustee: Metropolitan Art Museum, New York

EDUCATION:

California Institute of the Arts, San Francisco, Bachelor of Fine Arts

Otis Parsons School of Photography, Los Angeles - Graduate