

MARIA J. CRUZ

www.mariajacruz.com

RECENT PROFESSIONAL EXPERIENCE

- May – Sept. 2008 **Collections Analyst + Database Manager, Vancouver Maritime Museum**
(contract) **Commonwealth Historic Resource Management Limited** **Vancouver, BC**
- Analysis, appraisal and categorization of Vancouver's Maritime Museum Collection
 - Part of a core team of 4 museum professionals carrying out the work for the City of Vancouver responsible for management and recommendations of database
- Aug. 2007 – present **Director/Curator, Gallery Nights, galleryjoão** **Vancouver, BC**
- Representation for Marc Tyson Ewert, artist
 - Arranged reception, marketing, exhibition and sales of Ewert's work at the Beaumont Studios, Vancouver: Oct 4 – 16 2007
 - Ewert's Brown Series, Jericho Arts Centre: Nov. 16 – Jan 13th 2008
- June 2007 - present **Contributor, Lusitania Magazine, The Portuguese Monthly of Canada**
- Mariza – The Prima Donna of Meloncholy, Lusitania, February/March 2008
 - Ivan Lins, The Brazilian Pop Legend's Canadian debut at the Centre for the Performing Arts, Lusitania, Summer 2008
 - Maria J. Cruz, The Castro Project, Lusitania, June/July 2008
 - The Portuguese: Damn Good Dam Builders!, Lusitania, August 2007
 - O Sebastião, Poem, Lusitania, July 2007
- Aug. 2005 – April 2008 **Cultural Resource Planner** **Vancouver, BC**
Commonwealth Historic Resource Management Limited
- Proposal writer (including budget plans) for Commonwealth RFP Bids
 - Support administration for the office as well as secondary researcher for office Historian
 - *Projects for Commonwealth in a principal capacity included performing writing, research, interviews, meetings, administration, open houses, public and team presentation duties for the following projects:*
 - Heritage Assessments, South Fraser Perimeter Road, Gateway Program
 - Interpretive Historical Signage – Celtic Shipyards Site, Progressive Construction for the City of Vancouver
 - Pioneer Village and Museum Collections Assessment, Dawson Creek
 - Seaforth/Shoebottom Museums Collection Assessment/Standards
 - Culture and Heritage Strategic Plan, City of Campbell River
 - Collection Review, Vancouver Maritime Museum, City of Vancouver
 - Cultural Strategy, City of Revelstoke
 - Master Plan Review for the Burnaby Village Museum
 - Arts and Culture Implementation Strategy, District of West Vancouver
 - Grandview Heights, NCP 1,2 Heritage Area Study, City of Surrey
 - Statements of Significance: research, writing and site work, City of Vancouver, City of Surrey and database management, Kelowna
 - Heritage Assessments, Fraser Valley, BCTC for Golder Associates
 - Conservation and Interpretation Plan, Woodward's Development, Henriquez Partners Architects under Westbank Projects Corp.
- Sept. 2004 - **Team Leader-Design, MSL 4000Y Exhibition Project** **U of T, Toronto, ON**
March 2005
- Project Manager of a six member Design team working in conjunction with the *City of Toronto Culture Division* for the exhibition: Wish You Were Here: A City and its Souvenirs
 - Branding, visual identity, text panel design, architectural design, typography, production and installation; exhibition ran March 24 – September 2005 at Spadina Museum - Toronto

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- May 2004 -
Aug. 2004 **Internship, National Archaeology Museum** **Lisbon, Portugal**
- Research, development and implementation of guided tours to Cascais a 5000 mil anos and Tesouros de Arqueologia Portuguesa exhibitions (IPM paid contract)
 - Public Program Proposal researched and developed for International Museum Day 2005: COMMUNITY MOSAICS
 - Research for the Education/Public Programming Department preparation and facilitation of 2004 International Museum Day
- Jan. 2004 -
April 2004 **Interpretive Planning,** **Richmond Hill, ON**
 Canadian Museum of Hindu Civilization
- Worked with the Project Director on the interpretive planning component of the travelling exhibit Temples of Time
 - Curatorial research and text panel development
- May 2003 -
Sept. 2003 - May'05 p/t **Production Coordinator, macFAB HOME** **Toronto, ON**
- Promotions, design, production, sales, marketing, distribution, and accounts for an international home décor company
 - Trade Show design and development across Canada
- Oct. 1998 -
July 2000 **Receptionist/Administrative Assistant,** **Vancouver, BC**
 Canada Life Assurance
- Client-office relations for 60 personnel including Meridian switchboard operations, *Pitney Bowes* postage meter, courier traffic and Medical and financial data entry, invoice payments, use of *WordPerfect*, *MS Word*, *Excel*, *Lotus Notes* and *PowerPoint*
 - Office supply maintenance: stocking and ordering for entire office; departmental filing and other miscellaneous duties
- May 1997 -
Sept.1997 **Gallery Animator, Vancouver Art Gallery** **Vancouver, BC**
- Designed and presented guided tours on the summer exhibits: Matisse Illustrates and Québécois Baroque Sculpture
 - Academic researcher for ongoing and upcoming exhibits
 - Conducted audience research and evaluation

EDUCATION

- 2003 - 2005 **University of Toronto, Master of Museum Studies,** **Toronto, Canada**
2003 Open Fellowship, Dean of Graduate Studies Invited Luncheon
- 1994 - 1997 **University of British Columbia, Bachelor of Arts** **Vancouver, Canada**
Minor **Art History**, Major **Theatre**

Selected Papers & Conferences

- 'Exhibition Design, Interpretive Planning and Museum Theatre: Collision or Collaboration?', Research Methods, MSL 5000Y, Lynne Teather **chosen to be presented at the 4th Biennial International Museum Theatre Conference on Performance in Cultural Institutions in Canberra, Australia: October 2005.
- A Peek Behind the Performance: Animating the Animators, A Look at the Contemporary Relevance of Historic House Interpretive Planning and the Performers Who Bring That History to Life, Research Methods, MSL 5000Y, Lynne Teather **chosen to be presented at the Centre for Tourism and Cultural Change: 'Tourism and Performance Conference' Sheffield, England: July'05

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SELECTED COMMUNITY OUTREACH AND VOLUNTEER EXPERIENCE

- March 2006 - present **Board of Directors, LIVE – Vancouver's Performance Art Biennale**
- Part of a elected working BOD of LIVE: www.livebiennale.ca
 - On hiring committee for current Executive Director, Randy Glendhill
- December 2007 - present **Board of Directors, Portuguese Community Centre of British Columbia**
- On committee for European Festival of BC 2008
 - Performed at Portuguese Heritage Month 2008 @ Chapel Arts
- May 2001 - July 2001 **Visitor Services, Deleon White Gallery** **Toronto, ON**
- Introduced the public to the gallery history and particular artists' work on display, fielded queries and offers
 - Worked on updating a customer database
- Sept. 1996 - April 1997 **Actor, Producer, Director, Lighting Designer, and PR** **Vancouver, BC**
The Ends of the Earth
- All above duties for the Morris Panych play staged at the Frederic Wood Theatre at the University of British Columbia

RELATED SKILLS

- **Reception and Administrative Assistant positions** for temp agencies from **2000 – 2003**
- **Personal Assistant** to owner(s) of macfabHOME, **2003-2005 part-time**
- **Various retail sales and hospitality positions** including 18 Karat, Vancouver; Hudson's Bay Company, Vancouver and The Keg Restaurants, Toronto: **1997 – 2003**
- Advertising Layout and Design diploma, Vancouver School Board, 2001
- Strong computer skills that include: *Word, Excel, PowerPoint, Mac OSX* systems, basic *HTML* web programming and *Illustrator* skills (Emily Carr Introductory course, 2006)

LANGUAGES

- **Portuguese:** Fluent: reading and writing ability
- **French:** Speaking ability; reading and writing

PROFESSIONAL MEMBERSHIPS

- British Columbia Museums Association
- UBCP Member in good standing
- Member of the *Vancouver Art Gallery Association*
- Canadian and EU citizenship

REFERENCES AVAILABLE UPON REQUEST