

Allison Claire Chang

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Objective Organized high achiever with 10+ years' writing experience (and a passion for non-profit arts) seeks to bring creative visions to life, as an individual contributor and as a collaborator.

Experience **FREELANCE EDITOR / WRITER** 2014–current

- Copyedit book-length manuscripts for Society of Young Inklings.
- Wrote two original feature-length screenplays, with a third in development.
- Placed two original articles in national publications, *The Nation* and *Moment* magazine.
- Co-edited content for art history catalogue *Arthur Szyk: Soldier in Art*, companion volume to the New-York Historical Society exhibition of the same name.
- Created original content and consulted on design for: a private web portal to an art collection (sold for \$10M to University of California, Berkeley); and The Arthur Szyk Society's website (now defunct, per agreement with UC).

ALMOST CUSTOM WEBSITES (virtual) 2014–2015

ONLINE BUSINESS MANAGER

- Reimagined email series for client life cycle, from acquisition to first round review of web design to post-launch advice.

CANTOR ARTS CENTER (Stanford University) 2012–2014

EXECUTIVE ASSISTANT TO THE DIRECTOR / SPECIAL PROJECTS COORDINATOR

- Acted as the museum's go-to editor for customer-facing communication such as brochures, membership letters, exhibition labels, and media quotes.
- With the Director, co-wrote successful grant proposals, which secured: a \$3M grant endowing a new position in the Education department, and three separate donations of major 20th century art collections.
- Provided management-level administrative support for the Director's full range of responsibilities, including planning semi-annual Director's Advisory Board meetings.

THE ARTHUR SZYK SOCIETY (Burlingame, CA) 2008–2012

ASSISTANT TO THE CURATOR / SOCIETY COORDINATOR (*promoted from Registrar*)

- As de facto managing editor, created and published the full-color, 16-page annual newsletter, driving an average of \$20K in member donations each year.
- Led redesign and modernization of the non-profit's website, creating information architecture for 20+ years' worth of content and writing new SEO-optimized pages to serve the unique needs of educators, scholars, and Society members.
- Collaborated virtually with curatorial team at Deutsches Historisches Museum (Berlin) to prepare 344-page bilingual catalogue for 5000 ft² exhibition.

HISTORICANA (Burlingame, CA) 2008–2012

ASSISTANT TO THE CEO

- Co-developed limited edition art publication *Heroes of Ancient Israel: The Playing Card Art of Arthur Szyk* (Historicana, 2011), overseeing editorial and design process.

- Acted as project lead and content manager for redesign of e-commerce website from concept to launch (2009), boosting sales 200+% in first year.

CONNECTING POINT COMMUNICATIONS (San Francisco) 2007

ACCOUNT ASSOCIATE (*promoted from Assistant Account Associate*)

- With account team, developed company messaging; pitched traditional and digital media for clients Global English, Jellyfish, Jitterbug, and Vendio.
- Provided in-depth PR media training and facilitated C-level interviews (*Newsweek, WSJ*).

PEN123 (Beijing, China) 2006

ENGLISH-LANGUAGE AND MARKETING CONSULTANT

- Primary writer for conversational English website; produced weekly articles introducing vocabulary (including slang) and American culture; moderated user comments.

PEABODY FINE ART GALLERY (Menlo Park, CA) 2005

ART CONSULTANT

- Managed email marketing campaign for gallery exhibitions and new limited editions.

Education **UNIVERSITY OF CALIFORNIA, BERKELEY** 2005

BACHELOR OF ARTS, PRACTICE OF ART (3.95 GPA)

- Dean's List, National Merit Scholarship, Robert C. Byrd Honors Scholarship

Skills Outstanding written and verbal communication, especially in cross-cultural contexts
Mac/PC, MS Office, G-Suite, Adobe Photoshop, CMS, basic HTML, social media
Primary research—online, library, and person-to-person
Intermediate Spanish, elementary Mandarin

Articles

AUTHOR

- "[Visualizing the Four Freedoms: FDR's Fighting Artist, Arthur Szyk](#)," *The Nation*, January 2016

CO-AUTHOR

- "[Nostra Aetate at 50: Jewish Art, Christian Conscience](#)," *Moment*, October 2015

Publications EDITOR

- Phillips, David F. "[Arthur Szyk: Heraldic Artist](#)." *The Arthur Szyk Society Art History Series*, No. 5 (2010).

CO-EDITOR

- Ungar, Irvin. *Arthur Szyk: Soldier in Art*. London: Giles / Historicana, 2017.

AUTHOR

- Heroes of Ancient Israel: The Playing Card Art of Arthur Szyk*. Burlingame: Historicana, 2011.

Volunteer

[Stand UP for Public Education Bay Area](#), Campus Co-Lead (2019)
Brittan Acres Elementary School, PTA Board, Parliamentarian (2018–present)
Girl Scout Troop 61896, Co-Lead (2016–2018)
San Carlos Children's Theater, Lighting Designer (2017)
The Arthur Szyk Society, Board, Executive Vice President (2012–2017)
Sequoia Parents Nursery School, Board, Publicity Chair (2015–2016)