

JEFFREY EDWARD SITTON

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PROFESSIONAL EXPERIENCE

Art Guild, Inc.
West Deptford, NJ
www.artguildinc.com

ASSOCIATE DIRECTOR – MUSEUMS & ENVIRONMENTS

2016 - Present

- Act as point of contact for M&E dept. client services.
- Perform key leadership role for M&E dept. project management, technical project management & production management.
- Run weekly meetings for PMs and Assistant PMs for M&E dept. scheduling and workflow.
- Mentor PMs and Assistant PMs - provide guidance on best practices and update all process documents for project management protocols and procedures.
- Cultivate strategic partnerships with design firms, vendors, and sub-contractors.
- Evaluate and develop RFP responses, bid packages and estimates for all M&E dept. projects.
- Oversee in-house M&E dept. design and creative services.

PROJECT MANAGER – MUSEUMS & ENVIRONMENTS

2014 - 2016

- Responsible for managing design engineering, fabrication, and installation of \$4M+ museum exhibits, environments, custom AV media and electro-mechanical interactives.
- Develop project estimates, timelines, and schedules, and serve as primary point of contact for designers, clients, and subcontractors.
- Oversee production of exhibit deliverables and coordinate transportation and installation for domestic and international clients.
- Manage in-house fabricators, detailers, estimators, interactive technology teams, graphic designers, and graphics production.

Philadelphia Museum of Art
Philadelphia, PA
www.philamuseum.org

INSTALLATION DESIGNER

2008 - 2014

- Collaborated with curatorial staff to design, coordinate and manage installation and lighting of gallery exhibitions. Galleries ranged in size from 400-15,000 sqft.
- Developed design drawings and specifications, managed installation budgets (12K-500K) Procured materials, casework, and equipment for exhibits
- Created RFP's and bid sets for special projects & managed outside vendors, consultants, and contractors.
- Acted as lead designer & project manager for Anne d'Harnoncourt Sculpture Garden
- Member of Strategic Planning Committee for Visitor Experience. Developed 5-year Vision Statement and Strategic Initiatives (2012).
- Started Installation Design internship program (2011-2014) - Supervised and developed projects for Installation Design interns.
- Developed design packages to supplement NEH grant proposals (500K-3M) for museum galleries.

Bohlin Cywinski Jackson
Philadelphia, PA
www.bcj.com

PROJECT MANAGER / ARCHITECTURAL DESIGNER

2005 - 2008

- Involved in all aspects of architecture management, planning, design and construction administration on several public and institutional building projects. (3M+ budgets)
- Interfaced with clients, contractors, consultants, building and code officials, and various personnel from local and state government agencies.
- Led construction progress meetings and maintained meeting minutes and field reports.
- Managed and reviewed RFIs, submittals, construction scheduling, and payment requisitions. Generated ASI documents and sketches as needed.
- Coordinated project designs with consultants (including Civil, Structural, MEP, FP, Traffic, Lighting, Exhibition, Landscaping, and other specialty consultants).
- Generated schematic design, design development, and construction document drawing sets and models.

Kyle Minor Design
San Francisco, CA
www.kyleminordesign.com

DESIGNER / FABRICATOR

1999 - 2002

- Designed and fabricated custom furniture and mill work for residential, commercial, and institutional clients.
- Worked with architects and specialty contractors to furnish and install custom interiors.
- Experienced with a variety of materials and fabrication techniques related to wood, metal, glass, plastics, and laminates.
- Familiar with various CAD/CAM processes such as CNC Milling, CNC wire cutting, 2d routing, laser cutting, water jet cutting, and 3d printing.
- Designed and prototyped custom furniture for mass production.

Garnett Sign Studio
San Francisco, CA
www.garnettsignstudio.com

GRAPHIC DESIGNER

1998-1999

- Designed architectural signage, environmental graphics and way finding strategies for commercial, multi-unit residential and institutional clients.
- Designed custom logos and brands for commercial and retail clients.
- Produced and coordinated installation of computer routed, vinyl and silk-screen graphics and signage of various materials including wood, glass, metals, stone, and plastics.
- Designed and prototyped concepts for custom display cases and graphic treatments for retail and tradeshow exhibits.

RELATED EXPERIENCE & EDUCATIONAL WORK

Studio Critic, Speaker & Writer

RISD, TEMPLE UNIVERSITY, THOMAS JEFFERSON UNIVERSITY, MOORE COLLEGE OF ART, ART INSTITUTE OF PHILADELPHIA, UNIVERSITY OF THE ARTS, & PHILADELPHIA MUSEUM OF ART
2004 - Present

- Participate in design juries for graduate and undergraduate students.
- Thesis committee advisor – Moore College of Art 2013-2014.
- Present graduate work at various academic institutions: “Chaos Theory & The Conceptual Model”
- Lecture on exhibition design for Museum Sciences graduate students.
- Contributing author to Collab Journal 2011 “A symbiotic Process – Zaha Hadid Form in Motion”
- Contributing author - Works in Progress #10, 2004 “Your Mail is to Your Right”.

RISD Solar Decathlon
Providence, RI
<http://solar.risd.edu/>

TEACHING ASSISTANT & FUND-RAISING LIASON

2002 - 2004

- Worked with students in design studio; researched sustainable technologies to be implemented in RISD's 2005 prototype house entry in the Department of Energy's Solar Decathlon competition.
- Coordinated fund-raising activities with RISD's Office of Corporate and Foundation Relations to create comprehensive budgets for the project. and identify potential donors and sponsors.
- Created digital models and renderings used for fund-raising and contributed digital artwork to journals and periodicals (Watershed Issue #2 2005, Rhode Island Monthly May 2005, and RISD Views Spring 2005)

LEAD BUILDER

Summer 2005

- Led student team in construction of 800 sqft. modular, transportable house.
- Worked with Arden Engineers (Providence, RI) to implement solar and sustainable HVAC systems.

VEHICLE Artist Cooperative CO-FOUNDER
San Francisco, CA

1999 - 2001

- VEHICLE was an artist cooperative venue that showcased and promoted music, art and design in the San Francisco bay area community. This project was committed to involvement in all aspects of performances, exhibits, and educational lectures including the conception, publicity, and curatorial duties.

EDUCATION

RHODE ISLAND SCHOOL OF DESIGN
Providence, RI

M.ARCH received June 2005
AWARDS: Recipient of 2005 Academic Excellence Award
(\$5000 award received from cross-departmental faculty jury)

CONNECTICUT COLLEGE
New London, CT

BA received May 1996
Major: Sociology Minor: Classics