

Margaret M. MacDonald

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Education

New York University – Bachelor of Arts, 2003

Work Experience

Exhibition Project Officer – The Australian Museum

Sydney - Present

- Coordinate building and refurbishment projects for new public spaces
- Facilitate communication between outside architects, contractors and museum staff
- Oversee the design and production process as well as maintain all records
- Learn something new about Australian natural history almost every day

Freelance Production Design for Film and Theater – Various Productions

Sydney, 2009 - 2011

- Designed and built sets for independent film and theater productions
- Purchased props and set dressing within limited budgets
- Coordinated production schedules and art department assistants
- Built beautiful sets on impossible budgets

Exhibition Design Construction Coordinator – Whitney Museum of American Art

New York, 2008 - 2009

- Assisted Head Exhibition Designer with the design, drawing, construction and installation of each show
- Facilitated communications between all the related design and curatorial departments
- Coordinated purchases of materials for construction, as well as schedule contractors and carpenters
- Fulfilled design and construction needs of the museum's administrative offices
- Understood that art can be more demanding than people

Architectural Design Assistant – GP Incorporated Design Consulting

New York, 2008

- Created design development drawings and scale models for new projects
- Researched and shopped for all hardware and materials throughout design and construction
- Facilitated all communication between clients and contractors
- Handled all purchases, client billing and monthly accounting reports
- Learned how to calm clients down better than Prozac

Architectural Model Maker – Ferguson & Shamamian Architects

New York, 2005 – 2007

- Used foam core, illustration boards, decorative papers, modeling clay, various woods and plastics
- Experienced using a Versa Laser VL200 desktop laser cutter
- Learned to appreciate the little things

Project Manager's Assistant – Ferguson & Shamamian Architects

New York, 2003 – 2005

- Printed and prepared drawings, photographs and renderings for client presentations
- Assisted the Interior Design department with material sourcing and records management
- Maintained drawing file and archive system as well as several records databases
- Updated and organized product literature library and met with vendors to renew product information
- Learned that architecture is 10% design and 90% paperwork

Design & Production Experience

Production Designer *Hounslow*

Sydney, Cardia Films - 2011

Set and Costume Designer *Grace and Redemption*

Sydney, Devil May Care Theater - 2010

Production Designer *Abbie*

Sydney, MetroScreen - 2010

Production Designer *Passengers of 7D*

New York, Independent Production - 2008

Production Designer *The Waiting Room*

New York, Vibha Gulati Productions - 2007

Set Designer *Suddenly Summer Show*

New York Tour, Banana Productions Inc. - 2007

Skills

Technical

- Windows and Mac operating systems
- Adobe Photoshop, Adobe Illustrator
- AutoCAD 2000 – 2010
- Google Sketch-up
- Film and digital photography and related software
- Financial records management software

Personal

- Extremely organized and great at budgeting time
- Excellent at communicating with many different groups and coordinating tasks
- Patient and graceful under pressure
- Creative and efficient at problem solving
- Great at maintaining a positive attitude