



Amy Komar

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Qualifications

Enthusiastic and creative career professional with exceptional communications, marketing, and art promotion abilities. An expert coordinator of programs, projects, and personnel, whose experience encompasses publication development, web design, supervision, consultative and liaison work. Broad-based knowledge of presentation media with strong writing and editorial skills. Adept at bringing diverse groups of individuals together in a spirit of cooperation.

Skills and Accomplishments

Management/Coordination

As **Coordinator of Third Thursday (Th3)**– Syracuse's city-wide consortium of 24 arts venues that schedule monthly public events with the goal of promoting sharing and cooperation among Syracuse visual and cultural venues in addition to cross-marketing. Responsibilities include the following for all Th3 related matters:

- Establish and maintain communication between all venues.
- Handle all publicity and public relations.
- Develop marketing strategies.
- Plan and organize public events, including obtaining donations of materials and volunteers
- Maintain website and consult regarding publications

As **Consultant to OASIS, Coordinator of AT&T Connections Program**– a community based partnership program between OASIS --a national not-for-profit institute that provides learning and service activities to mature adults,. Project is funded under a national AT&T grant with the goal of establishing and delivering computer classes for underserved seniors by partnering with community organizations. The emphasis is on long-range sustainability.

- Identify and establish new outreach sites in Syracuse, including researching and contacting community organizations, making presentations to potential partners, creating a time schedule, contracts, strategic plans for recruitment and marketing of participants.
- Recruit, Train Volunteer Instructors, Assistant Instructors, and Lab Coaches.
- Maintain records, data reporting, data collection, periodic reporting,
- Work with OASIS Director in Syracuse and with OASIS National Headquarters in St. Louis.

As **Consultant** to New York Indoor Environmental Quality Center, Inc. for the S.H.I.E.L.D. Asthma Program – a community based research program funded by HUD that studied the relationship between indoor environmental and social factors and childhood asthma of inner city children:

- Scheduled fieldwork for research teams of all data collection, equipment installation and collection.
- Acted as field liaison between study participants (100 families) and team research members
- Involved in recruitment and publicity of program .
- Co-designer and coordinator of final project event at the Museum of Science and Technology.

As the **Assistant Director of Programs and Communications** for Syracuse University Graduate School:

- Worked with all of the graduate academic units to implement curriculum changes to existing and new programs.
- Secured approval for graduate programs through liaison work with all academic units, the University Senate, the New York State Education Department, and the Federal Government.
- Oversaw the production and flow of public documents and recruitment materials for eleven individual colleges.
- Consulted with the publications unit in determining budget allocations.
- Met with the various colleges, performed needs assessments, and generated winning concepts for publications; collaborated with in-house and outside designers to create novel ideas and templates.

As the **Assistant Director of Degree Certification and Programs** at Syracuse University:

- Supervised a staff of six in the approval of all documentation leading to graduate degree certification, serving the needs of approximately 5,000 graduate students. Coordinated operations with University administrative and academic units.
- Acted as a strong team player and motivational leader in setting goals and achieving objectives; devised personal incentives for employee performance. Monitored, evaluated, and provided staff with constructive feedback.
- Created in-service workshops and presentations for the university community.
- Developed, interpreted, implemented, and recommended curriculum, policies, and procedures.
- Designed the certification database that tracks and manages graduate degree certification, and the Programs database that tracks and manages all graduate program curriculum revision/creation.
- Handled graduate student grievances and disputes that arose regarding graduate academic issues; including consulting with University legal council when appropriate.
- Persuaded and guided the Graduate School and Board of Graduate Studies to create and pass a graduate student grievance procedure that provided: 1) a formal mechanism for resolving disputes, and 2) legal protection for SU re: grievances.

Communications Expertise

- Developed, maintain, & strengthen relationships with Syracuse media for Th3
- Author, create, edit and proofread print and on-line publications, how-to guides, and information pieces for SU graduate students.
- Conceived the initial vision for a groundbreaking Graduate School media plan and public relations strategy that included web design and print. Developed the concept, graphics, organization, and design and wrote nearly all of the material. Posted the site and ran focus groups to maintain and update it.
- Created the *Board of Graduate Studies Member Guide*, which was later redesigned and adapted for on-line publication, and the Graduate Development Guide in print and on-line.
- Independent consultant and web designer.
- Comfortable in the media through early experience with Visualscope Television including contract negotiations, preparation of sales and publicity, and research. Assisted in the production of more than 35 corporate television commercials. Gained additional exposure as a sales and marketing executive for Group IV Distributors and Producers, Inc. with responsibility for more than 60 U.S television markets. Acted as the representative to the U.S. market for the sale and distribution of London Weekend Television productions, including development, screening, sales, and contract negotiation.

Skills and Accomplishments - Continued

Technical Knowledge

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| • MS Office Professional Suite | • Adobe Creative Suite |
| • Macromedia Studio MX Suite | • Adobe Acrobat Suite |

Relevant Employment

- Coordinator, Third Thursday (Th3) Syracuse's City-Wide Arts Open, Syracuse, NY 2008
- Co-Owner, Stoneharp Studios, a small ceramic art business, Syracuse, NY 2005-present
- Gallery Assistant, Delavan Art Gallery, Syracuse, NY 2007
- Consultant, OASIS, AT&T Excellence in Technology Partnership Program, Syracuse, NY 2007
- Consultant, NY Indoor Environment Quality (A Division of Upstate University), Syracuse, NY, 2005-2006
- Assistant Director of Programs and Communications, Syracuse University Graduate School, Syracuse, NY, 1999-2005
- Independent Consultant, Arts Promotion & Web Designer, Syracuse, NY
- Assistant Director of Degree Certification and Programs, Syracuse University Graduate School, Syracuse, NY, 1988-2000

Early Career Experience

Six years of experience in media-related , development, sales, and production positions with organizations such as Group IV Distributors and Producers, Inc., New York, NY and Visualscope Television, Inc – A Division of Reeves Teletape Corporation, New York, NY. I worked directly for Frank Marshall, the genius behind Masterpiece Theatre.

Interests

Art, theatre, travel, aviculture, and vegetarian cooking.

Education

- Master of Fine Arts Degree, School of Art, College of Visual and Performing Arts, Syracuse University
- Bachelor of Arts Degree in Psychology, Cum Laudé, Hofstra University
- Associate of Arts Degree in Speech and Drama, Nassau Community College
- Certificate in Gerontology
- CITI (Collaborative IRB Training Initiative) Certificate – Human Subject Research – University of Florida
- Extensive coursework and fieldwork toward the Ph.d. Anthropology, Syracuse University