



PERSONAL INFO

Nationality: Lebanese & American
Interests: Traveling . Cultures . Art
Camping . Concerts . Volunteering

CONTACT

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Sami Jo Naim

EDUCATION

Master in Arts and Culture Management
Universidad Internacional de Valencia -
Rome Business School
with honours
Rome, IT 2023

Bachelor in Interior Architecture
Balamand University, ALBA -
Académie Libanaise des Beaux-Arts
Beirut, LB 2015

**French Baccalaureate in
Literature & Humanities**
College des Soeurs des Saints Coeurs
with honours
Sioufi, LB 2012

Courses
Project & Operations Management . HRM
History of Art . The Modern World
The Renaissance in Painting
The Great Civilizations
History of interior architecture and Design
Theory of Photography
History of Music and Cinema

Languages
Arabic . English . French

SKILLS

Photoshop . Illustrator . InDesign
AutoCAD 2D & 3D . Rendering
Microsoft Office Programs . FileMaker

Market Research . Creative Thinking
Project Management . Time Management
Communication . Marketing
Problem-solving . Critical Thinking
Analytical skills . Organizational Skills
Fast-learning . Adaptability

Sami Jo Naim

Arts and Culture Manager & Designer

"I have been impressed with the urgency of doing. Knowing is not enough; we must apply. Being willing is not enough; we must do." - Leonardo da Vinci

EXPERIENCE

GALLERY DIRECTOR

- Galerie Tanit - Munich, DE · Full-time June 2021 - Present
- Planned and executed the gallery's yearly programs with more than twenty end-to-end local and international exhibitions, Art fair participation, cultural events and educational projects.
 - Selected the artists, prepared the curatorial presentation for each art exhibition or project, scheduled and budgeted accordingly, monitored the production process, coordinated the logistics and installation, implemented marketing and communication tools, and controlled the invoicing and sales follow-up.
 - Applied for and planned the gallery's participation in local and international Art fairs from start to end, including the project proposal and submission (including 3D simulations of the booth), production and shipping, booth set-up and supervision, customer care, sales and follow-up.
 - Collaborated with other institutions on joint events to expand the gallery's reach.
 - Liaised with more than fifty artists and assisted them in the production of their projects by coordinating with local and international distributors and suppliers, establishing contact and monitoring production and logistics.
 - Managed a team of 7-10 in-house associates and external human resources, assisted in the hiring process and training, assigned tasks accordingly and worked to resolve arising problems to ensure the smooth operation of the gallery.

PROJECT MANAGER

- Galerie Tanit - Beirut, LB · Hybrid Apr 2016 - June 2021
- Administered the marketing strategy and created communication tools like writing press releases, drafting newsletters, designing social media posts, artists' portfolios, event invitations, price lists, catalogues and publications.
 - Maintained the gallery's online platforms like the website, e-commerce art platforms (Ocula, Artsy and Artnet) and social media accounts.
 - Prepared and sent exhibition presentations and artist portfolios to press and institutions as well as consulted art collectors and clients.
 - Coordinated the execution of exhibitions, art fairs, projects and events.
 - Transitioned the inventory, archive and operations from an offline to an online cloud-based model.
 - Created 3D virtual exhibition viewing rooms and coordinated the gallery's participation in online Art fairs and events during the COVID-19 lockdowns.

INTERIOR ARCHITECT

- Five Crown Homes, LLC - California, USA · Freelance Nov 2020 - Oct 2021
- Assist in Art handling, storage organization and logistics.
 - Assist in preparing the gallery space for exhibitions and events.
 - Upload contacts for the mailing list, research and collect relevant data.
 - Act as the first point of contact with artists, suppliers and clients, answer phone calls and emails, and assist with general inquiries.

CONTENT DESIGNER

- MENART FAIR - Paris & Brussels · Freelance Dec 2020 - May 2021
- Designed the communication tools (social media posts, press releases, templates for operational documents, and marketing videos...) while respecting the brand image and visual identity of the Art fair for the program years of 2022 and 2023.

INTERIOR DESIGNER

Vick Vanlian Architecture & Design - Beirut, LB · Internship Jul 2016 - Sep 2016
Designed commercial and residential projects from concept to completion.
Prepared detailed Architectural, Electrical, mechanical and furniture drawings.
Assisted in managing the showroom and advise customers.