

ANDREW LEVINE

Versatile creative professional with 15+ years of experience leading project management, arts administration, and operations. Combines expertise in graphic and product design with a proven ability to manage creative facilities, oversee budgets, and provide comprehensive logistical support.

CONTACT

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EDUCATION

BFA in Graphic Design (Honors), Minor in Art History, Florida State University, Tallahassee, FL | 2005

European New Media Design, Digital Arts, Florida State University Study Abroad Program, London, UK | 2004

Internship, Gallery Assistant, Salvador Dalí Gallery, London, UK | 2004

Graduate, Professional and Continuing Education Courses, Massachusetts College of Art and Design, Boston, MA | 2014-2017

SKILLS

Technical Proficiency

Adobe Creative Cloud, Microsoft Office, Google Workspace, and Figma. Experienced with AI-driven tools, collaborative platforms (Zoom, Teams, Trello), cross-platform systems (Windows & macOS), POS software, and website backend development.

Studio & Operations Management

Project and Time Management, Budgeting and Procurement, Inventory and Collections Control, Grant and Accounts Administration, and Curatorial Leadership in Exhibition Design, Artwork Layout, and Installation.

Art & Communication

Branding and Identity, Design and Visual Communication, Leadership and Collaboration, Customer Experience and Empathy, Art Curriculum Development and Pedagogy and Studio Art Practices: Drawing, Painting, Printmaking, and Ceramics.

PROFESSIONAL EXPERIENCE

The M-Geough Company, Inc. | Brand Marketing Manager

Boston, MA | 12/2021 - 04/2025

- Produced and designed bi-annual digital 100+ page magazines for which I served as Editor, overseeing its production and distribution to over 2,000 clients.
- Managed client outreach through digital and physical mailings, social media, and creative marketing campaigns.
- Supported showroom merchandising and branding by creating and maintaining visual displays with marketing materials and products.
- Managed and maintained the company website, handling all product updates, design, and future development with a focus on delivering a seamless user experience.

Northeastern University, Robotics Institute | Program Manager (hybrid)

Boston, MA | 10/2020 - 01/2022

- Reconciled and managed departmental grants and budgets exceeding \$100K, ensuring financial stability and effective resource allocation for the institute.
- Organized, executed, and documented multiple week-long interviews and events, coordinating extensively with a team of core professors and over 30 PhD students to expand the Institute's student base and industry connections.
- Produced infographics, posters, and newsletters on a regular basis to effectively promote and market the Institute's programs and research.

Gateway Arts | Assistant to the Director, Special Projects Coordinator,

Graphic Designer and Art Teacher Brookline, MA | 09/2009 - 10/2020

- Developed and launched new art-based retail products, overseeing the entire product lifecycle from initial design concepts and market research to final production. These products became consistent top-sellers at the annual fundraiser for eight consecutive years.
- Managed all retail store activities, including maintaining real-time inventory with POS software, processing online orders, and handling comprehensive opening and closing procedures.
- Designed and produced a wide range of branded materials for Gateway's studios, gallery, and store, including large-format banners, posters, and announcements, ensuring a cohesive look for exhibitions and events.
- Negotiated advantageous pricing with print and media production companies, optimizing costs for new collaborative art projects and recurring product lines.
- Planned events and exhibitions using internal resources, coordinating logistics, and delegating setup and breakdown tasks to staff and student interns to ensure seamless execution.

Boston LGBTQIA Art Alliance (BLAA) | Gallery Director

Boston, MA | 01/2013 - 02/2014

- Directed the logistical planning and execution of gallery exhibitions and special events, ensuring seamless operations from concept to completion.
- Designed and executed strategic exhibition layouts, including meticulous artwork hanging and physical space organization, to optimize visual impact and visitor experience.
- Managed all artist communications and meticulously maintained exhibition calendars and timelines to facilitate timely project delivery.

Apple Inc. | Mac Specialist

Cambridge, MA | 02/2009 - 01/2010

- Instructed new users on creating music, editing images for print, web, and email, and developing engaging Keynote presentations and movies.
- Adapted teaching methods and training styles to meet diverse customer learning needs and skill levels.
- Drove sales across the full range of Apple products, including computers, iPhones, software, and Bose accessories.

ANDREW S. LEVINE

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CURRICULUM VITAE

EDUCATION

Bachelor of Fine Arts in Graphic Design (Honors), Minor in Art History

Florida State University, Tallahassee, FL | 2005

European New Media Design, Concentration in Digital Arts

Florida State University Study Abroad Program, London, UK | 2004

Internship, Gallery Assistant

Salvador Dalí Gallery, London, UK | 2004

Graduate, Professional and Continuing Education Courses

Massachusetts College of Art and Design, Boston, MA | 2014-2017

PROFESSIONAL EXPERIENCE

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|-----------|---|
| 2021-2025 | Brand Marketing Manager , The M-Geough Company, Inc., Boston, MA
Responsible for designing and managing brand assets and client outreach. |
| 2020-2022 | Program Manager , Northeastern University, Robotics Institute, Boston, MA
Managed daily operations, logistics, and promotional materials for a university institute. |
| 2015-2020 | Special Projects Coordinator , Gateway Arts, Brookline, MA
Oversaw the production of a wide range of marketing and creative materials. |
| 2009-2015 | Assistant to the Director, Graphic Designer & Art Teacher , Gateway Arts, Brookline, MA
Provided artistic and administrative support for a studio and retail space. |
| 2013-2014 | Gallery Director , Boston LGBTQIA Art Alliance, Boston, MA
Directed all aspects of gallery exhibitions, from logistics to publicity. |
| 2009-2010 | Mac Specialist , Apple Inc., Cambridge, MA
Assisted customers by staying current on Apple products, assisting with sales, and providing training. |
| 2008 | Art Teacher , Access To Theatre, Boston, MA
Taught art instruction and supervised students with disabilities. |
| 2006-2008 | Box Office Representative , Huntington Theatre Company, Boston, MA
Facilitated ticket and subscription sales for multiple theatre companies. |
| 2005-2006 | Graphic and Web Designer , Govindas Restaurant and Lotus Room, Sydney, Australia
Designed and maintained the company's website and marketing collateral. |
| 2005 | Gallery Assistant , Michael Carr Art Gallery, Sydney, Australia
Supported gallery operations, including show installation and artist relations. |
| 2004 | Internship, Gallery Assistant , Salvador Dalí Gallery, London, UK
Assisted with gallery installations and maintenance, including large-scale designs. |
| 2002 | Sculpture Studio Assistant , Santa Fe Community College, Gainesville, FL
Organized studio tools and equipment; handled cleaning and closing duties. |

PUBLISHED WORK & EXHIBITIONS

- 2022-2024 **M|G Magazine**, 7 issues, a luxury interior design digital magazine, 100-150 pages, sole designer and co-editor. View here: m-geough.com/press
- 2016 **Dreaming Under Water**, Gateway Arts Gallery, Brookline, MA
- 2013 **Human Perspective**, Boston LGBTQIA Art Alliance, Boston, MA
Lost in a Dream, Jamaica Plain Open Studios, juried exhibition, Boston, MA
Flowers, Gateway Arts Gallery, Brookline, MA
- 2009 **Natural Causes**, Starbucks, Boston, MA
- 2008 **A Last Night of Movies**, Mike's Video Gallery, Boston, MA
Australia, Starbucks, Boston, MA
- 2007 **Scenic design**, four 60' x 30' sets, Huntington Theatre Company's production of The Cherry Orchard was reviewed by Charles Isherwood in the New York Times, published January 17, 2007.
- 2005 **BFA Graduation Show**, FSU Main Gallery, Tallahassee, FL
BFA First Friday Art Shows, Railroad Square, Tallahassee, FL
- 2004 **Lucid Scream**, Spring Sculpture Show, FSU Oglesby Union, Tallahassee, FL
Multiple Personalities, Unfair Art Show, FSU Club Down Under, Tallahassee, FL
Open Juried Fall Sculpture Show, FSU Oglesby Union, Tallahassee, FL
- 2002 **Self Portrait**, Spring Art Show 2002, SFCC Main Gallery, Gainesville, FL
Hermes, Art History Art Show, SFCC Lawrence W. Tyree Library, Gainesville, FL
- 2001 **An Altar Art Show**, The Art Store Gallery, Gainesville, FL
A Black and White Show, The Art Store Gallery, Gainesville, FL

FREELANCE & COMMISSIONED WORK

- 2025 **Graphic Design and Tech Services**, Toast Inc., Boston, MA
Mural Painter, Nicolas McQueen, Denver, CO
Assistant Artist Painter, Patina Designs, Boston, MA
Mural Painter, Patina Designs, Boston, MA
- 2024 **Mural, Cloudy Desert**, Nicolas McQueen, Denver, CO
- 2023 **Wallpaper, Charleston**, M-Geough, ghost designer, Boston, MA
Resin Table with light feature, Eric Galloway, Boston, MA
10 Lilo & Stitch centerpieces, Renee Rabtsky, Sharon, MA
- 2022 **Wallpaper, Old Bombay and Mumbai**, M-Geough, ghost designer, Boston, MA
80 Handmade flowers, wedding centerpieces, Tom Love, Cambridge, MA
- 2020 **Wall Mural, Sun & Moon**, Nicolas McQueen, Boston, MA
- 2015 **Triptych, Where We Met**, Carissa Hanagrave, Boston, MA
- 2013 **Wedding Invitations**, Dana Scholbrock, Boulder, CO
- 2008 **Panoramas of Australia**, Bill Courey, Provincetown, MA
Graphic Designer, Mayo Group Inc., Boston, MA
Wedding Videographer, Kelli Cook, Boston, MA
- 2007 **Scenic Designer Assistant**, Huntington Theatre Company, Boston, MA
- 2006 **50th Birthday Invitations**, Dale Franzman, Sydney, Australia
Idealistic Self Portrait, Anton Misson, Sydney, Australia
- 2005 **Costume Designer**, Punk Rock Alice in Wonderland, FSU Film School
Graphic Designer, Mardi Gras Fair Day, Sydney, Australia
Graphic Designer, Newtown Festival, Newtown, Australia

AWARDS, HONORS, AND CERTIFICATIONS

2021	MFE (Meditation for Everyone) Guide Certification , The Boston Buddha
2015	Helen Fantasia-Arraj Staff of the Year Award , Vinfen's Family Advisory Council
2005	First Place , Art History Graduate Program Poster Contest, Florida State University
	First Place , International Programs Poster Contest, Florida State University
	Honorable Mention , Anne Kirn Scholarship, Florida State University
2004	Banner Award , Cancer and Leukemia Society and Political Fundraiser, FSU
	Nominated for National Honor Society , Florida State University
2003–2005	Dean's List , Florida State University
2002	Best In Show, <i>Self Portrait</i> , Spring Art Show, Santa Fe Community College

PERFORMANCE EXPERIENCES

2018–2023	BGMC (Boston Gay Men's Chorus) , Symphony Hall, Jordan Hall, Boston, MA & Town Hall, Provincetown, MA.
2021	Backup Singer , Andrea Bocelli, TD Garden, Boston, MA
2018	<i>Part of Your World, solo</i> , Faces and Bases Fundraiser, Club Café, Boston, MA
2007	Actor (extra) , The Great Debaters, Marshall Production Inc., Cambridge, MA
2006	<i>Mozart's Requiem</i> , Sydney Opera House, Sydney, Australia
1996–2000	Disney Candlelight Processional , Epcot, Orlando, FL