

**Kristin Gebben**

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Work History: **Director of Development, Planning & External Affairs**  
**Saugatuck-Douglas Historical Society**, October 2004 – present

Responsibilities include:

- Develop and institute a public relations plan and coordinate all Society publicity, advertising and communications, both external and internal.
- Explore and plan collaborative partnership opportunities with community organizations having common interests.
- Expand and implement fundraising strategies to meet long and short term needs.

**Gallery Director.** March 2003 – August 2004

**Water Street Gallery**, Saugatuck, Michigan

Responsibilities and achievements included:

- Development of new revenue sources raising overall revenue by 10% within the first year of ownership.
- Seeking out and implementing a working relationship with galleries from New York and Chicago.
- Market planning
- Collaborating with designers on residential and corporate projects.
- Calling on corporate accounts, generating new projects.
- Establishment of a gallery rental program.
- Creating monthly and annual budgets.
- Managing team of employees
- Researching and organizing monthly exhibits overseeing all aspects of the events.

**Assistant Director.** July 2000 – March 2003

**Water Street Gallery**, Saugatuck, Michigan

Responsibilities included:

- Selling fine art work.
- Recruiting new artists for representation at WSG.
- Establishing and strengthening relationships with WSG customers.
- Developing and implementing customer tracking program.
- Assisting in the installation of monthly exhibits.
- Promoting WSG artists and events.

**Director, North American Sales.** February 1999 – July 2000

**Marketing Associate.** November 1996 – January 1998

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**Manifesto / Resolute**, Seattle, Washington

An international lighting and design manufacturing corporation.

Responsibilities included:

- Establishing new accounts for North American clients.
- Maintaining close relationships with dealers and the A&D community.
- Coordinating project management processes with other departments throughout Manifesto.
- Ensuring customer related issues are resolved in a timely and effective manner
- Assisting in the development, coordination and implementation of marketing plan.
- Responding to press regarding new product introduction.

**High School and Community Services Representative**

**The Art Institute of Seattle**, Seattle, Washington

February 1998 – February 1999

Responsibilities included:

- Conducting a variety of presentations to high school students, teachers and guidance counselors.
- Counseling students of college choices and admissions procedures.
- Researching and developing materials for new presentations on the various programs offered at AIS. This includes script writing, developing supporting visuals and training other Representatives.
- Developing a marketing plan with the Assistant Director to cover an assigned territory of high schools.
- Assisting and participating in various recruitment and enrollment events.

Education: **Bachelor of Arts, Central University of Iowa**, Pella, Iowa July 1995  
Central University Abroad Program at:  
**University of Leiden**, Leiden, Netherlands January 1994 through May 1994

References: Available upon request