

**James Rutherford**  
P.O. Box 1054 • Santa Fe, NM 87504  
505-204-6034 • james@studiopassport.com  
studiopassport.com  
facebook.com/jamesrutherfordsantafe  
linkedin.com/in/studiopassport  
instagram.com/studiopassport  
youtube.com/studiopassport

## **Professional Experience**

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**Institute of American Indian Arts, Santa Fe, NM**                      **2018 to 2019**  
**Advancement Services Manager**

- Cultivates relationships with patrons, granting entities, and the public
- Conceives and implements fundraising strategy and initiatives
- Coordinates annual Scholarship Dinner & Auction
- Maintains donor records and budgetary reporting within Raiser's Edge
- Composes and distributes online communications and marketing

**Chiaroscuro Contemporary Art, Santa Fe, NM**                      **2013 to 2016**  
**Gallerist**

- Cultivates relationships with collectors, artists, museum professionals, the media and the public
- Conducts sales of artwork in a variety of media
- Prepares artworks for display, shipment and transportation
- Installs artwork in gallery, public and private settings and exhibitions
- Conducts presentations on gallery artists and exhibitions for groups and individuals
- Maintains website, database, and inventory systems
- Creates promotional and advertising materials
- Serves as Acting Director 1/1/16 - 7/1/16, curating three solo exhibitions handling all aspects of gallery operations

**Santa Fe Community College, Santa Fe, NM**  
**Adjunct Professor**

**2014**

- Teaches Arts Organizations class – core curriculum for School of Art & Design – Gallery Management degree
- In-depth survey of various types of arts organizations including foundations, public and private collections, arts commissions and non-profit organizations
- Focuses on the roles of government funding and private philanthropy in support of the arts as well as organizational structures, funding sources and other issues unique to various types of arts organizations
- Provides students with fundamental perspective of arts organizations useful for future career choices

**State of New Mexico, Santa Fe, NM**  
**NM Aging & Long-Term Services Department**  
**Web Information & Assistance Coordinator**

**2012 to 2013**

- Plans and implements web-based programs at the Aging & Disability Resource Center (ADRC)
- Conducts verification of listings of service providers throughout NM on the Social Services Resource Directory (SSRD)
- Provides information and referrals for services via phone, live chat, and in-person
- Agency liaison and Assistant Project Manager for statewide Behavioral Health Collaborative
- Presents Agency public programs and outreach events

**Studio X Inc., Santa Fe, NM**  
**Media Specialist**

**2009 to 2012**

- Project manager for contract with annual budget in excess of \$150,000 with City of Santa Fe for creation and maintenance of the Santa Fe Convention & Visitors Bureau (SFCVB) website SantaFe.org
  - Directs and supervises team implementing specific terms of contract
  - Establishes goals and benchmarks to measure internal and external contract deliverables and maintains compliance with contract parameters, guidelines and procedures
  - Collaborates with SFCVB staff and contractors to integrate marketing and promotional initiatives and statistical measurement tools into website, social media, and electronic communications
  - Secures website traffic averaging more than 2500 unique visits per day and generates regular reporting on website performance

- Maintains and populates YouTube account which has received in excess of 16,900 views
- Posts and responds on Twitter accounts with more than 2000 total followers
- Marketing and communications including sales and creation of ad images and digital video for the web, and deployment of weekly e-blasts to subscriber list of more than 52,000 subscribers and more than 700 business partners
- Writes and implements strategic plans for SFCVB website marketing, SEO, content management, stakeholder participation
- Produces, edits, and curates content for SFCVB website including articles, calendar listings, images and video
- Cultivates relationships with governmental agencies, private businesses, trade groups and various other constituents and stakeholders
- Attends events as program spokesman in public presentations to steward relationship with SFCVB web-based programs and facilitate participation
- Assembles and disseminates regular statistical reporting to SFCVB staff, partners, and clients
- Generates regular reports and posts SFCVB activity entries using Google Analytics, Litmus, and other web analysis applications
- Performs regular website updates for SFCVB website using content management system Gossamer Links and FTP
- Collaborates with Studio X team members to deliver web services to more than 180 private clients including website design and maintenance, e-commerce, web hosting and domain registration, digital video and photography, search engine optimization (SEO), and social media.
- Coordinates and participates in strategic planning, systems analysis, team building activities and events
- Collects and analyzes data; performs evaluations of operations and services
- Provides annual updates and works with Studio X President and Board to advance the company mission; solicits new accounts
- Works regularly with standard office, design video and audio editing software including PhotoShop, Word, PowerPoint, Excel, Dreamweaver, Adobe Acrobat, Audacity and iMovie as well as various third-party and open-source programs and services such as Open Office, Hootsuite, Google Docs, Google Calendars, Constant Contact, MailChimp, Litmus, Transmit, and Handbrake, among others
- Works regularly with digital video and still cameras and maintains extensive digital photography and video libraries
- Maintains website directory listings on SantaFe.net for the purpose of increasing participant's search engine ranking and exposure across the web

**STUDIOPASSPORT, Nashville & Santa Fe**  
**Founder and Principal**

**2000 to present**

- Cultivates client relationships with artists, collectors, galleries, institutions, governmental entities, and the media
- Provides consulting services related to art acquisitions and sales
- Guest curator for exhibition *Seeing it her way: the artistic journey of Edwina Hawley Milner*, McCray Gallery of Contemporary Art, Western New Mexico University, Silver City
- Guest curator and project manager of exhibition *PREcognition | Recognition: Examining the Reciprocal Gaze in Godfrey Reggio's Film VISITORS*, Santa Fe Community College; creates successful Kickstarter crowd-funding effort; contracts for museum quality archival prints; produces exhibition video; writes curator statement; arranges film screening at Santa Fe University of Art & Design; arranges audience participation component at opening reception
- Curator and project manager of exhibition *Ron Adams, Master Printer: A Survey of Work, 1984-1999*, Vanderbilt University Fine Arts Gallery in 2000; negotiates exhibition travel and oversees all logistics; hosts private events for donors, collectors and art professionals; conducts significant sales and hosts reception of area art professionals and the media
- Co-produces *A Starry Night* concert in 2003 featuring Kim Carnes, Gretchen Peters, Suzy Bogguss, and Greg Barnhill benefiting Father Ryan High School, Nashville, TN; creates and distributes publicity and marketing materials; designs and produces event invitations; coordinates faculty, staff and student participation; conducts ticket sales and secures significant media coverage
- Guest curator, project manager and co-producer for exhibition *Tony Price / Atomic Art: Swords Into Plowshares*, presented at NM Museum of Art, Santa Fe in 2004, and the United Nations in New York City in 2005; secures sponsor funding exceeding \$40,000 from NM Legislature and private and foundation sources; oversees budget and compliance with requirements of State appropriation; writes and distributes press and marketing materials including press release, announcements, posters, videos, print, broadcast and web advertisements resulting in significant media impressions; co-produces UN opening event featuring Philip Glass and Patti Smith
- Negotiates exhibition agreements and prepares contracts with host venues and vendors
- Designs, creates and maintains websites for artists, galleries, businesses, institutions and individuals including: bobhazous.com, rogermiller.com, rogermillermuseum.com, tomrutherford.com, lisacoddington.com, kimcarnes.com, tonypriceatomicartist.com, edwinamilner.com
- Conducts tours of artist studios, museums and cultural sites for groups, collectors and individuals
- Creates on-demand products and establishes and maintains online marketplace at [zazzle.com/studiopassport](http://zazzle.com/studiopassport) & [zazzle.com/newartsweb](http://zazzle.com/newartsweb)

**Roger Miller Music, Inc., Nashville, TN**  
**Deputy Director**

**2000 - 2009**

- Conceives concept and develops plans to establish the Roger Miller Museum in Erick, Oklahoma honoring the late singer/songwriter
- Develops annual benefit concert and other fundraising activities
- Cultivates relationships within local community and facilitates creation of Board of Trustees
- Collaborates with Board on developing and implementing long-range strategic plan
- Writes materials and supervises successful process for obtaining 501(c)3 non-profit status
- Raises funds to purchase Museum building; designs and oversees interior renovations
- Creates and distributes Museum communications including press releases, publicity materials, print and broadcast advertising
- Inventories and creates archives of artist's music, personal effects, memorabilia, and photographs; designs and creates museum exhibits
- Negotiates contracts and agreements with contractors, vendors and performers
- Establishes gift shop and researches and produces inventory
- Organizes and leads Board retreats in Santa Fe, NM and Nashville, TN
- Assists President in all aspects of operation of publishing company and management of the Roger Miller estate

**Tennessee State Museum, Nashville, TN**  
**Assistant Director of Special Projects**

**1998 - 2000**

- Conducts regular meetings with museum staff to plan and coordinate logistics for special exhibitions and events and assists in developing museum strategic plans and policies
- Responds to requests for information from other governmental agencies, the public and the media
- Acts as administrative officer for planning and implementation of TN State Museum Foundation fundraising projects including: creation and marketing of limited edition artworks, and presentation of art exhibitions and events
- Ensures compliance with pertinent State statutes, rules, regulations and guidelines
- Creates Collector's Club in collaboration with TN State Museum Foundation
- Organizes, creates curriculum and leads *Y2K in Santa Fe* membership tour of artist studios, museums, galleries and cultural sites

- Serves on host and planning committees of TN State Museum Foundation primary annual fundraising event *The Tennessee Waltz* at the Tennessee State Capitol
- Recruits, interviews and supervises staff and volunteers
- Prepares operations and procedures materials
- Collects and analyzes data; performs evaluations of operations and programming
- Cultivates relationships among corporate and private donors and patrons and solicits financial and in-kind support for Museum programs and exhibitions
- Represents Museum in media and addresses organizations regarding programming and other related subjects
- Advances Museum mission as member of civic and business organizations
- Project manager and curator of Museum Outreach programs and exhibitions in Tennessee Performing Arts Center and other venues
- Conducts scholarly research, prepares label, signage and catalog text
- Art coordinator for traveling exhibition *Red Grooms: Selections from The Graphic Works*; serves as Museum liaison with exhibition donor and guest curator; creates marketing, catalog, and educational materials; initiates communications, and negotiates agreements and prepares contracts with museum venues
- Collaborates on TN State Museum exhibition by teenage prodigy Alexandra Nechita; co-produces opening events and conducts significant marketing and sales of artworks benefiting TN State Museum Foundation

**Copeland / Rutherford Fine Arts, Santa Fe, NM** **1992 - 1996**  
**Co-Founder / Director**

- Administers all aspects of gallery operations at 1200 square foot gallery and ¼ acre sculpture garden presenting numerous exhibitions, cultural, charitable and political events annually
- Develops clientele and conducts significant sales of artwork and services to individuals, businesses, museums and other institutions; negotiates and prepares contracts and agreements
- Hires, trains and supervises employees and contractors; conducts evaluations of their work
- Develops mission statement and long-range business plan
- Writes and distributes press releases and other promotional materials; researches and creates specific marketing materials; prepares copy and artwork and secures placement for advertising; develops and maintains relationships with the media, advertising vendors and other professionals
- Conducts scholarly research for catalogs, newsletters and brochures; writes or contributes to various articles and publications

- Creates and administers bookkeeping, budgeting, accounting, auditing, purchasing, cash management and inventory systems; develops procedures for gallery operations
- Prepares reports and statements for business partner, clients, artists and employees; maintains records and related files
- Prepares operations and procedures materials
- Prepares grants and proposals for public artworks and private commissions
- Presents lectures and participates in public forums; maintains significant community and media presence
- Prepares artwork for display, transportation, shipping and installation
- Coordinates publication and marketing of several lithographs and etchings
- Renovates historic building and establishes satellite location Turtleback Gallery in Truth or Consequences, NM

### **Governor's Gallery, Santa Fe, NM**

**1986 - 1992**

#### **Director**

- Curates and organizes more than 50 exhibitions presented at the Governor's Gallery at the NM State Capitol Building
- Staff of the Office of Governor in 3 different gubernatorial administrations (portions of this tenure on staff of Office of Cultural Affairs – classification Museum Specialist II)
- Organizes statewide traveling exhibits at venues including the Stables Art Center -Taos, NM State Fair Fine Arts Gallery - Albuquerque, Museum of Fine Arts - Santa Fe, KIMO Theatre Gallery - Albuquerque, Clovis Community College - Clovis, Branigan Cultural Center - Las Cruces, among others.
- Administrative officer responsible for ensuring compliance with pertinent State statutes, rules, regulations and guidelines
- Negotiates exhibition agreements and prepares contracts
- Collects and analyzes data; performs evaluations of operations and programming
- Conducts studio and site visits, attends conferences and seminars, and conducts scholarly research to develop broad knowledge of art and artists, and professional best practices
- Designs and prepares appropriate label text and exhibition materials and signage
- Develops policies and procedures for ongoing outdoor sculpture displays on Capitol grounds in conjunction with Legislative Council Service
- Creates sculpture garden and curates exhibitions at NM Arts Division
- Develops and administers statewide in-loan program at Governor's offices and residence and select State offices
- Serves as Executive's liaison and project manager with NM Arts Division for annual Governor's Awards for Excellence in the Arts; curates exhibition and plans and coordinates awards ceremonies and events; supervises staff and

volunteers; negotiates agreements and prepare contracts with lenders and vendors

- Develops and maintains significant statewide media presence; produces and distributes press release and promotional materials
- Represents and advises Executive branch on arts issues; prepares speeches and policy statements for Governor, First Lady, and Cabinet Secretaries; creates arts advocacy dialogue among various State and Municipal agencies and the private sector
- Identifies and recruits members for public art “peer panels” for selection of artworks for 1% for Art purchases; makes recommendations to NM Legislature for creation of Capitol Art Foundation, its mission, bylaws and procedures
- Participates in implementation of inter-agency “management-by-objective” initiative and conducts periodic review of program activities
- Develops concept and serves as project manager and co-curator for *Southwestern Realism: A New Mexico Tradition* exhibition and sale benefiting Museum of New Mexico Foundation; secures corporate sponsorship (net proceeds exceed \$225,000).
- Initiates and finalizes negotiations to send *SW Realism* exhibit to Taiwan National Museum; leads Governor’s delegation to opening in Taiwan
- Conceives & creates *Month-of-Sculpture* statewide arts promotion with events in 20 cities and 62 venues; generates significant regional and national media coverage
- Conceives and curates *Mile-of-Sculpture* displays in Santa Fe
- Establishes, recruits, and supervises student internships with Institute of American Indian Arts
- Organizes public programs, conducts tours, recruits and supervises volunteers
- Prepares operations and procedures materials

## **Previous Professional Experience**

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### **Independent Curator & Consultant, Santa Fe, NM, NYC 1981 - 1986**

Co-curates “*Linda Fleming & Tony Price: Recent Sculpture*” at former Heydt/Bair Gallery space. Organizes and co-curates *Space X* exhibitions at the Armory for the Arts and various other exhibitions. Serves as co-curator and gallery director of *Atomic Art Gallery* featuring the work of Tony Price in NYC. Secures venue for public sculpture displays in Battery Park. Hosts screening of: “*Atomic Artist*” documentary, benefiting the Film Fund. Gallery Associate - Dyansen Gallery, NYC. Develops promotional materials. Negotiates agreements and prepares contracts with venues, artists and vendors. Conducts sales of artwork and provides services to collectors, artists and businesses.



**Contemporary Installations, Los Angeles, CA** **1980 - 1982**

Creates art installation and transportation business. Supervises teams providing services to galleries, collectors, artists and institutions. Creates and administers strategic business plan and budgets. Clients include Lonny Gans & Associates, Margo Leavin Gallery, Mirage Editions, Gemini G.E.L., Linda Farris Gallery, Kirk deGooyer Gallery, Rosamund Felsen Gallery, Pace Gallery, Elaine Horwich Gallery, Roy Boyd Gallery, Cirrus Gallery, Jan Baum Gallery, Asher Faure Gallery, Dubins Gallery, James Corcoran Gallery, Larry Gagorian, Los Angeles County Museum of Art, Los Angeles Municipal Art Gallery - Barnsdall Park, Palm Springs Desert Museum, Fluor Corporation, among others.

**World Balloon Corporation, Albuquerque, NM** **1977**

Hot air balloon pilot and crew at events and competitions throughout U.S. - clients include Anheuser Busch and others. Competes in National Balloon Championships as co-pilot and participates in record setting tethered balloon flight at Six Flags in Atlanta, GA.

**Volunteer, Foundation, Non-Profit, Advocacy**

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**Institute of American Indian Arts, Santa Fe, NM** **1982 - 2018**

**Community Volunteer**

Serves on benefit dinner and auction committee 2010 - 2017; develops event themes and strategy; serves as auctioneer "ringman"; cultivates relationships with donors and patrons; solicits sponsorships, artwork and in-kind donations; assists with event set-up and auction; reviews promotional materials and publicity; photographs auction artwork; participates in post-event reviews; Organizes, publicizes and hosts 1992 IAIA Alumni Exhibition at Copeland/Rutherford Fine Arts; Assists Chuck Daily with exhibition installations 1982, 1983.

**Cancer Foundation for New Mexico** **2014 - 2018**

Auctioneer - annual Sweetheart Ball - Santa Fe Convention Center

**Lightning Boy Foundation** **2018**

Auctioneer - annual benefit dinner and auction

**NM Museum of Art** **2016**

Volunteer in Curatorial Department

**Santa Fe Girls School** **2015 - 2018**

Auctioneer - annual fundraiser

- Rocky Mountain Youth Corps** 2015 - 2016  
Auctioneer - annual benefit dinner and auction
- Cooking with Kids** 2015  
Auctioneer - annual donor event - Santa Fe School of Cooking
- Girls Inc.** 2015  
Auctioneer - *"We're in Their Corner"* fundraiser - La Fonda Hotel
- Red River Visitors Bureau** 2014  
Auctioneer - annual fundraiser - Red River Convention Center
- International Folk Art Market** 2013  
Community Volunteer - public address announcer / entertainment stage
- Tourism Association of New Mexico** 2011 - 2012  
Auctioneer - benefit auction and banquet - Governor's Conference on Tourism in Las Cruces (2011) and Taos (2012). Industry awards review panel (2012).
- Go Native Arts** 2009  
Auctioneer - benefit auction, fashion show and presentation - Allan Houser Studio & Sculpture Garden.
- Cheekwood Museum, Nashville, TN** 1999 - 2003  
**Museum of Art Committee**  
Provides assistance for facilities and collections; Reviews staff recommendations regarding programming and acquisitions; Develops and implements membership drive; Cultivates relationships with donors, patrons, and artists; Represents Museum of Art Committee at public and private events.
- Tennessee State Museum Foundation** 1999  
**Tennessee Waltz Gentleman's Committee**  
One of the host committees for annual fundraising event at TN State Capitol
- Capitol Art Foundation, Santa Fe, NM** 1992 - 1994  
**Board of Directors (Legislative Appointee)**  
Establishes and implements policies and procedures for development and maintenance of permanent art collection at State Capitol; Treasurer in 1993 & 1994; Develops and implements successful fundraising programs including initiatives for production and marketing of limited edition sculptures by Glenna Goodacre, Allan Houser, and Dan Namingha (generating proceeds in excess of \$300,000); Negotiates annual legislative appropriations (secures additional funding in excess of \$50,000 per year); Prepares regular reports for Legislative Council Service and ensures compliance with pertinent State statutes, rules and

regulations. Cultivates relationships with donors and patrons; Prepares and administers successful grant proposals; Completes acquisition of significant number of artworks (current collection valued at over \$6,000,000); Supervises and reviews work of collection curator; Obtains venues for rotating exhibitions inside and on Capitol grounds.

**Hispanic Cultural Center, Albuquerque, NM** **1994 - 1995**  
**Board of Directors (Gubernatorial Appointee)**

Initiates processes for site acquisition and review of architectural design; Oversees and reviews staff development of criteria for facility design; Negotiates relationship with Hispanic Culture Foundation

**Friends of Tibet New Mexico, Santa Fe, NM** **1990 - 1995**  
**Board of Directors (Founding Member)**

Establishes membership organization to raise awareness of Tibetan culture and socio-political conditions, and to assist Tibetan refugees; Initiates planning and implementation of Board development strategies; Cultivates relationships among patrons, donors and volunteers; Serves on executive committee responsible for planning, fundraising and publicity for the Dalai Lama's 1991 visit to Santa Fe; Acts as Board liaison with the Dalai Lama's staff and representatives; Co-produces 1990 fundraising concert featuring Philip Glass and Terry Allen; Supervises staff and volunteers during pre-visit events and planning, and throughout 5-day visit; Co-produces live satellite broadcast and video of public talk reaching an audience estimated at 4-6 million viewers throughout the U.S. and Canada; Organizes event with tribal leaders and the Dalai Lama at Santa Fe Indian School and private meeting with Hopi elders; Organizes event at Sol y Sombre for political leaders and public officials attended by entire NM Congressional delegation and Governor; Organizes and delivers opening remarks at public talk at UNM Popejoy Hall. Co-hosts numerous visits by Tibetan monks, artists, performers, and other dignitaries; Leads delegation on 1991 fact-finding mission to India and Nepal visiting refugee camps, cultural sites and various individuals; Represents membership in meeting with the Dalai Lama at his private residence next to headquarters of Tibetan Government in Exile in Dharamsala, India; Assists Tibetan Resettlement Project's efforts to aid recently arrived Tibetans in New Mexico

**TENGAM, Santa Fe, NM** **1988 - 1991**  
**Founding Board Member**

Establishes and maintains non-profit exhibition space dedicated to raising consciousness regarding nuclear weapons; Maintains ongoing installation of Atomic Art collection; Creates and implements various fundraising programs and events. Prepares successful grant proposals; Recruits and supervises work-study position for St. John's College student; Engages in ongoing promotional activities and obtains significant local, regional, national and international media coverage; Arranges and installs long-term exhibition at Biosphere 2, Oracle, AZ

**New Mexico Megavision, Santa Fe, NM**  
**Founding Board Member**

**1988 - 1989**

Co-produces 1988 Santa Fe participation in *Music and Peace: A Concert to Celebrate Global Community* worldwide concert at NM State Capitol via “space bridge” satellite uplink to 120 nations; Organizes and publicizes 1989 Santa Fe presentation of *Glasnost Film Festival*, coordinated by Citizen Exchange Council in New York; local partners include Santa Fe Council on International Relations, Santa Fe/Bukara Sister City Project, TENGAM Inc., Futures for Children, and Concerned Citizens for Nuclear Safety

**Selected Media**

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*Skiing with the Dalai Lama* – The Week, Slate, The Guardian, Reader’s Digest

*10 Who Made a Difference* – Santa Fe New Mexican

*Striking a Balance in the Governor’s Gallery* – Santa Fe New Mexican

*L.A Shake Hands with Santa Fe* – Albuquerque Journal

*Artful Politics* – Southwest Art

*Month-of-Sculpture* – New Mexico Magazine

**Selected Publications**

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*Tony Price: Atomic Art* - exhibition catalog  
© 2003 New Mexico Museum of Fine Arts

*Voices in New Mexico Art* – collection of essays / interviews  
Allan Houser interview included  
© 1996 Museum of New Mexico

*Southwestern Realism: A New Mexico Tradition* - exhibition catalog  
© 1990 Museum of New Mexico

## **Education and Training**

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### **Institute of American Indian Arts 2016 - 2017**

Bachelor of Fine Arts - Museum Studies  
Alpha Chi Honor Society – President’s List

### **Santa Fe Community College 2013 - 2015**

Associate in Applied Arts – Gallery Management

### **Kaplan Professional Schools 2010**

Real estate licensure courses – Real Estate Associate Broker License 46532

### **New Horizons Computer Learning Center 2003 – 2005**

Classes in PhotoShop, Dreamweaver, Flash, HTML

### **Pecos River Learning Center - 1990**

Professional Leadership Training Course

### **University of New Mexico 1978 - 1979**

Undergraduate coursework

### **FAA Student Pilot Certificate / Free Balloons Only 1974 -1978**

Logs in excess of 40 hours of flight time