

Mae Mclvor

VISUAL ARTIST

/ CONTACT DETAILS

283 Classon Ave, Brooklyn, Ny, 11205
432-249-2588 | mmcivor@pratt.edu
www.maemcivor.com

/ EDUCATION

>>Pratt Institute, Brooklyn, New York

Graduation Date: December 2021

Major: Photography

/ EXPERIENCE

>>Swift Studios, New York, New York

Started as a Summer Intern and hired as a Studio Manager in September 2021 | June 2021-Present

- Act as a runner for clients/colleagues.
- Provide support in studios, make sure clients have everything needed at all times.
- Help with administrative tasks, including updating spreadsheets, taking photos, and keeping track of important documents.
- Maintain order in the studio, tracking/managing equipment inventory, resetting/organizing studio after each shoot.
- Ensure the clients pulled props, from the sister company Prop Workshop, are brought to the studio in preparation for a shoot and then returned and reshelved.
- Assist in packing prop orders for off-site shoots, verify all props are returned and create/send invoices to clients.

>>Props/Set Stylist Assistant, New York, New York

Worked with various brands including: Khiels, Benjamin Moore, Burrow, Thinx, Laura | July 2021 to present

- Support implementation of creative direction by working with art directors, production, and primary stylist.
- Source props, build sets, and procure other scenic elements.
- Manage flow of shot lists and prepare anticipated props for upcoming scenes.
- Support primary stylist with creative tasks such as organization of props, tools, and storage areas to be accessed with ease.
- Organizing, wrapping, and coordinating transport of props to and from location.

>>The Pratt Institute, Brooklyn, New York

Pre-College Art History Mentor | July-August 2018

- Led a group of 12 – 16 students to museum visits and off-campus cultural activities.
- Maintained constant communication with faculty and other mentors.
- In charge of making sure students obeyed rules and stayed on schedule.

/ SOFTWARE PROFICIENCY

>>Microsoft Office Programs

>>Apple Platforms

>>Adobe Suite

>>Google Drive

>>CaptureOne

>>Canon, Nikon, and Sony cameras

>>Studio Lighting