



liz grandmaison

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PROFESSIONAL SUMMARY

Adept at converting complex information into accessible written and spoken content for a broad range of audiences. Experienced in cultivating positive relationships with clients and colleagues; particularly skilled at communicating with clarity and diplomacy to serve audiences from diverse cultural and organisational backgrounds.

WORK EXPERIENCE

PROGRAM OFFICER—Flinders University Museum of Art, Bedford Park, SA • Mar-Dec 2022

- Reporting to the Director, coordinated the Museum's exhibition, education, and outreach programs, providing input to scheduling and delivery and supporting communications around these activities. Major project delivery included a hybrid symposium in conjunction with *The Data Imaginary: Fears and Fantasies* travelling exhibition.

RESEARCH ASSISTANT—CHASS, Flinders University, Bedford Park, SA • Dec 2021-Mar 2022

- Undertook research support activities including data collection, literature searches and reviews, collation of information, preparation of drafts for publications and reports and data analysis under supervision.

HISTORY FESTIVAL COORDINATOR—History Trust of SA, Adelaide, SA • Nov 2019-Dec 2021

- Working in a team of three, collaborated to plan, promote and deliver the annual statewide, open-access history festival featuring more than 600 events hosted by nearly 400 organising groups.
- Played a key role in devising, planning and running a poetry challenge for students across the state. This included promotion to schools and community museums, design of marketing materials, and website maintenance.
- Collaborated across teams on marketing and communication content for festival promotion via electronic direct mail and social media.

STUDENT ENGAGEMENT ASSISTANT—Flinders University Careers & Employability Service, Bedford Park, SA • May-Nov 2019

- Managed employment, event and volunteering opportunities on university jobs board.
- Coordinated targeted career-centred communications to students throughout the university.
- Collaborated with colleagues to create new marketing collateral for special events and educational content and resources for student careers website.

ADMINISTRATION OFFICER—Flinders University Careers & Employability Service, Bedford Park, SA • Feb-May 2019

- Provided operational and administrative support for Horizon Professional Development Award team.
- Collaborated with colleagues to create new marketing collateral for special events and ongoing use.
- Responsible for accurate and timely review of student submissions and allocation of award points.

SPECIAL PROJECTS ADMINISTRATOR—WML Consultants, Bunbury, WA • Oct 2014-Mar 2017

Marketing

- Initiated redesign of all marketing collateral for regional engineering consultancy.
- Wrote, edited and proofed new copy for all engineering disciplines; sourced and edited images from company archive; refreshed all document layouts for clean look and improved legibility.



SPECIAL PROJECTS ADMINISTRATOR, continued

Health, Safety, Environment & Quality

- Assisted director in charge of Integrated Management System with implementing and maintaining all system processes and documentation.
- Worked on tight deadline to ensure consistency and compliance across all documentation ahead of certification audit. Earned recognition from company directors for successful audit outcome.

BOARD CHAIRPERSON—Downtown Bangor Arts Collaborative, Bangor, ME, USA • 2010–2011

- Led a seven-member working board in developing, promoting, and executing quarterly events in a city of 33,000 people.
- Designed and coordinated print production of event map/guides for each event in addition to all collateral materials for ongoing promotion.
- Promoted the organisation's activities to artists, businesses and peer organisations via social media, direct mail, press and face-to-face contact.
- Initiated application process to secure federal government non-profit status as an arts and cultural organisation.

EARLY CAREER SUMMARY

SMALL BUSINESS OWNER—Liz Grandmaison Photography & Design, Bangor, ME, USA

Sole-proprietor providing graphic design, copywriting and photographic services to individuals and small businesses in the fields of finance, medicine, arts and politics. Major accomplishments included rebranding for financial institution with assets in excess of \$90 million USD.

MARKETING SPECIALIST—Maine Savings FCU, Hampden, ME, USA

Collaborated with CEO and senior management team to develop and implement annual marketing plan. Developed promotional campaigns and supporting collateral, managed vendors and production schedules and organised periodic events including grand opening for new corporate headquarters.

EDUCATION

- Doctor of Philosophy, anticipated 2024, Flinders University, SA
- Bachelor of Arts, Honours (1st) 2021, Flinders University, SA
- Graduate Certificate, Gender Mainstreaming Policy and Analysis, 2018, Flinders University, SA
- Bachelor of Arts, English (*Writing Concentration*), 1989, Pennsylvania State University (*With Distinction*)

AWARDS, MEMBERSHIPS & AFFILIATIONS

- Flinders University Horizon Professional Development Award, Platinum Level, 2020
- Intern, Laboratory Adelaide: The Value of Culture, Flinders University, September 2018-March 2019
- Postgraduate Representative, Education Committee for the College of Humanities, Arts and Social Sciences, Flinders University, March 2019-November 2020.

TECHNOLOGY

Adobe Creative Cloud | Microsoft Office | WordPress
Advanced digital and film photography | Hardware and software upgrades on Windows platform