

Arielle Cohen

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Education

Pratt Institute, Brooklyn, NY
M.S. Library and Information Science
Advanced Certificate in Archives
Graduated with honors, 4.0 GPA
May 2014

General Assembly, New York, NY
User Experience Design Certificate
April 2018

McGill University, Montreal, QC
B.A. English Literature and History
Graduated Cum Laude
February 2008

Experience

Artsy Senior Manager, Marketplace Integrity

January 2023 – June 2023

Artsy Senior Manager, Catalog Operations

July 2021 – January 2023

Artsy Catalog Operations Manager

January 2020 – July 2021

Artsy Catalog Operations Associate

June 2019 – January 2020

- Lead a cross-team initiative with product, engineering, and marketing stakeholders to redesign and launch new classifications for artworks based on industry standards, user feedback, and internal data points
- Maintained documentation for Marketplace Integrity Team protocols
- Trained incoming account executives on Artsy policies and requirements
- Authored over 20 help center articles, as well as explanatory text pop-ups for collectors and gallery partners
- Oversaw the Catalog Associate and served as decision maker for catalog operations issues and policies
- Created and launched listing requirements for partner galleries
- Advocated for partner requested product updates
- Conducted user interviews and synthesized data for company stakeholders
- Created JIRA tickets with user stories for tasks and bugs
- Managed communications with gallery partners and external stakeholders regarding listings compliance and image rights. Created first-touch template emails for non-compliance, rationalized policy decisions, and presented product changes to partners

Gagosian Gallery Freelance DAMS Hiring Specialist

July 2020 – December 2020

- Created job description and work assessment for Digital Asset Manager role
- Reviewed applicants and provided feedback on work assessments

Gagosian Gallery Librarian and Provenance Researcher

June 2014 – June 2019

Gagosian Gallery Library Intern

June 2013 – June 2014

- Managed the circulating library, including acquisitions, cataloging, and organization of materials
- Created standardized vocabulary and taxonomy for the library catalog
- Provided general and in-depth reference assistance for all gallery departments
- Conducted user interviews to select and successfully transition to a new library system
- Lead library orientations and tours for incoming interns and staff
- Managed the rehousing of large sections of the library during construction projects
- Oversaw and copy-edited provenance documents generated by myself and the rest of the research team for circulation to directors and clients
- Selected, trained, and managed 2 to 3 library interns a year

Brooklyn Academy of Music Archives Intern

July 2013 – November 2013

- Cataloged newly digitized materials to an in-house standard based on FRBR principles for easy discovery and retrieval
- Created intern orientation materials

Marvel Entertainment Comic Book Library Intern

January 2013 – May 2013

- Cataloged incoming titles and older, more fragile, comic books according to in-house standard
- Reorganized the library to accommodate the ever-growing collection
- Drafted new orientation materials for incoming interns

Activities and Volunteer Experience

ARLIS/NA New York Chapter *Board & Website News Editor* January 2016 – January 2021

- Crafted and scheduled content for the ARLIS/NA – New York website
- Selected contributors and edited submissions
- Worked with the Social Media Editor to maintain photo albums of chapter events
- Attended quarterly board meeting and provided feedback on various undertakings
- Proposed and helped plan programming for the chapter

Interference Archive *Volunteer Librarian*

October 2014 – March 2020

- Staffed the archive and provided visitors with information about the collection and current exhibitions
- Accessioned, cataloged and stored materials

Art + Feminism Wikipedia Edit-a-Thon *Specialist*

2016, 2017, 2018, 2019

- Provided onsite Wikipedia editing introductions and aid to participants
- Guided participants to relevant resources

Presentations and Publications

ARLIS/NA – 46th Annual Conference *Presenter*

February 2018

The Pseudo-Solo Librarian: An Art Gallery Librarian in a Global Gallery System

METRO – Libraries in the Context of Capitalism *Presenter*

February 2018

For-Profit Research: Reference Work in an Art Gallery

Pratt Institute – Art Documentation *Guest Lecturer*

November 2016 and November 2017

Gallery Librarianship: An Overview

Pratt Institute – Information Professions *Guest Lecturer*

March 2015 and October 2015

Gallery Librarianship: An Overview

ARLIS/NA *Reviews*

July 2015

Posters: A Global History by Elizabeth E. Guffey. Reaktion Books, dist. by University of Chicago Press

ARLIS/NA *Multimedia & Technology Reviews*

June 2015

Monument Valley [game]

ARLIS/NA *Multimedia & Technology Reviews*

December 2014

MoMA App

QQML – 6th International Conference *Presenter*

May 2014

Corruption & Distortion: The Dark Side of Digitization

Skills

- Conversational in French: reading, writing, and conversational
- Strong working facility with JIRA, Miro, Notion, Slack, Looker, Outreach, Salesforce, Microsoft Office Suite, Google G Suite, CollectiveAccess, WordPress, Omeka, and FileMakerPro, with knowledge of Sketch, InVision, InDesign and Photoshop
- Experience with Agile, HTML, CSS, DACS, EAD, MARC21, AACR2, RDA, FRBR, and Dublin Core