

Julia Zay 6532 N. Glenwood Ave. #1 Chicago, IL 60626 tel. 312.381.0240

EDUCATION

Northwestern University, Evanston, IL

1 year PhD studies in Radio/TV/Film, June 1995-June 1996

Northwestern University, Evanston, IL

MA in Radio/TV/Film, June 1995

Vassar College, Poughkeepsie, NY

BA with honors in Art and Media Theory, May 1993

WORK EXPERIENCE

Submissions Coordinator, Early Film Writings Anthology, Professor Tom Gunning, Northwestern University

Typed and updated mailings to potential authors, organized and maintained submitted materials and records for scholarly historical book-length anthology, forthcoming from Princeton University Press in 1997. (Sept 1996-Present)

Conservation Lab Technician, Northwestern University Library, Evanston, IL

Duties included archival restoration of books, paper treatment, binding repair, hand binding, general book repair. (June-August 1995)

Production Manager - Post Production, *Diamonds in the Snow*, Binford Productions, New York, NY

Coordinated post-production schedule for PBS documentary on Holocaust Survivors, corresponded with film festivals, attended distribution strategy meetings, assisted on-line editing sessions, managed production office. (January-March 1994)

Administrative Assistant, Grey Advertising, Inc., New York, NY

Answered phones, greeted clients, drafted correspondence and coordinated travel for executives. (October 1993-January 1994)

Installation Coordinator, The 42nd Street Project, Creative Time Inc., New York, NY

Coordinated site installation for artist Jenny Holzer, installed Holzer's "Truisms" on theater marquees, organized and attended planning meetings, maintained artwork in public art installations by over 20 artists. (June-July 1993)

Office and Production Assistant, Women's Studio Workshop, Rosendale, NY

Assisted directors of gallery, small press, and studio as well as individual artists in all aspects of book production and exhibition, organized incoming artist grant and fellowship applications, updated book and paper inventory. (September 1991-May 1992)

TEACHING EXPERIENCE

Teaching Assistant, *Introduction to Processes in Sight and Sound*, R/TV/F Dept., Northwestern University

Designed a curriculum for and taught two 3-hour labs weekly (20 students) for introductory production class, instructed 35mm SLR camera, basic Macintosh computer skills and Adobe Photoshop software, VHS camera and editing suites, facilitated in-lab critiques of student work, lectured on visual composition, genre, stylistics, and critical image-making practices, assigned grades and gave written feedback on weekly essays and 5 creative projects, administered exams, held weekly office hours. (Sept. 1995-June 1996)

Instructor, *Introduction to Black and White Photography*, Evening-Course Program, Vassar College

Designed a curriculum for a 10 week course in introductory 35mm photography and b&w darkroom techniques, taught 35mm camera, basic lighting and exposure, image composition, developing, printing, aesthetic issues, basic history of selected styles, movements, and photographers. (January-March 1990, 1991, 1992)

ADDITIONAL SKILLS

Proficient in written and spoken French; Adobe Photoshop, Video cameras, Arri BL 16mm camera, Nagra recorder, 1/2" and 3/4" off- and on-line editing, 35mm photography and darkroom techniques.