NANDINI SHARMA — www.nandini.ink
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ARTS ADMINISTRATOR AND COMMUNICATIONS PROFESSIONAL WITH EXPERIENCE ACROSS PUBLIC PROGRAMS, EVENT OPERATIONS & CULTURAL INSTITUTIONS. WRITER, EDUCATOR AND INTERDISCIPLINARY ARTIST.

EDUCATION

MFA in Creative Writing (Fiction) | The New School, New York 2024-2026
Awarded 50% Merit Scholarship | 4.0 GPA
Selected as the Graduate Commencement Speaker for The New School for Social Research Recognition Ceremony, 2026

B.A (Hons.) in English Literature | Miranda House, University of Delhi, New Delhi 2021-2024
Minor in Political Science | 7.7/10 GPA
Secured All India Rank 1 in Creative Writing (English) in Delhi University's Extracurricular Trials, 2021

WORK EXPERIENCE

PUBLIC PROGRAMS ASSISTANT | Vera List Center for Art and Politics, New York March 2025 – May 2026

- Conducted interdisciplinary research across art, cinema, and literature for exhibitions and programs, preparing program descriptions, biographies, and interpretive materials.
- Supported the **planning and implementation of 30+ annual public programs, including the VLC Forum, coordinating cross-departmental communications while providing front-of-house support, vendor coordination, and day-of logistics including registration, guest lists and ticketing support.**
- Researched 40+ international socially engaged contemporary-art projects for the Jane Lombard Prize for Art and Social Justice, preparing artist bios, portfolios, and research briefs for jury deliberations.
- Supported VLC Fellows and visiting artists through project development and public program implementation, including Beatriz Cortez's final fellowship presentation at Americas Society and curatorial research for Rosana Paulino's *¿História Natural?*.
- Represented VLC and its publications at public programs and book fairs, supporting audience engagement and outreach; assisted with live-event recording, video operations, and uploading and archiving recorded programs.

TEACHING FELLOW | High School of Economics and Finance, New York Jan 2026 - May 2026

- Co-developed and delivered a 16-week interdisciplinary creative writing and visual arts program for NYC high school students, designing curriculum and program materials across image-making, visual storytelling, and experimental writing.
- **Led weekly workshops and guest artist sessions, coordinating schedules, program supplies, and speaker support while facilitating audience discussion and participation.**
- Co-curated an end-of-year student showcase with school faculty, coordinating event set-up and the public presentation of student work.

RESEARCH ASSISTANT | Dean's Office, School of Public Engagement, The New School May 2025 – December 2025

- Conducted qualitative and institutional research on emerging trends in higher education, analyzing participation data, student feedback, and observational records across The New School's 7,000+ student community.
- Synthesized research into reports, presentations, and periodic status reports for institutional leadership, supporting database management and program evaluation; co-developed the *DREAMSCAPES: Bringing Creativity into Higher Education* workshop from these findings.

CO-FOUNDER AND CREATIVE DIRECTOR | Promenade Books, New Delhi June 2023 – May 2025
An independent publishing house based in New Delhi.

- Co-founded an independent publishing house and bookstore in Hauz Khas, Delhi, **managing book sales, inventory, invoices, and budget tracking.**
- Managed editorial and visual production across art books, photo books, and historical publications with limited availability in India, coordinating writers, translators, and designers from development through publication.
- Produced public programs and literary events, **spearheading marketing, publicity, and community outreach and representing Promenade Books** at the *New Delhi World Book Fair.*

CURRICULUM DESIGNER | Mauka Education, Mumbai, India March 2020 – June 2022
An Indian start-up aiming to make soft skills training accessible across India.

- Designed 10+ curricula and program materials for multilingual adult learners, developing content in professional communication, public speaking, and creative thinking.
- Supported the planning and facilitation of 50+ in-person workshops, producing multimedia materials and adapting programming for diverse audiences.

HEAD OF RESEARCH LABS AND CAMPAIGNS | Youth Action Hub, India 2020-2021

- Led 5+ public programs and community-engagement campaigns, coordinating communications for a national volunteer network of 100+ students across 20+ states.
- **Managed a 30+ member volunteer team, coordinating outreach, fundraising**, and rapid COVID-19 response initiatives across Delhi while overseeing assignments, schedules, and team communications.

ADDITIONAL EXPERIENCE

RESIDENT ASSISTANT | Residential Education, The New School at Stuyvesant Park Dorms August 2025 – May 2026

- Managed on-call incident response for a residence housing 600+ students, **addressing resident concerns, coordinating peer mediation, and maintaining compliance with institutional safety procedures**.
- Developed and facilitated literary, educational, and arts programming, coordinating program logistics and off-site museum visits.

COMMUNITY ASSISTANT | Residential Education, The New School at Stuyvesant Park Dorms February 2025 – June 2025

- **Led institutional tours** for prospective students and families, responding to public inquiries and connecting visitors with campus information and resources.

SALES ASSOCIATE | Iconic Magazine, SoHo; *one of New York's oldest magazine stores* September 2024 – December 2024

- Provided in-person customer service in a **fast-paced retail environment,** supporting sales, customer recommendations, and order fulfillment.

PRESIDENT | Blue Quill, The Creative Writing Society of Miranda House, University of Delhi April 2023 – April 2024

- Directed university- and city-wide public programming, including festivals (*Viva La Revolution, 2024)*, poetry readings, and panel discussions, leading a 40-member team of writers and artists.
- Led marketing, publicity, and outreach for literary programs and publications, coordinating institutional partnerships and audience communications.

COMMUNICATIONS INTERN | Doctors Without Borders/Médecins Sans Frontières South Asia Office Nov 2022 – Feb 2023

- Co-created the MSF Mental Health Comic Book and designed nationwide public-health materials for audiences across South Asia.
- Wrote and **edited editorial content, e-news mailings, and promotional materials for campaigns including National TB Day, documenting MSF's humanitarian work and supporting public outreach across South Asia.**

COMMUNITY INVOLVEMENT AND LANGUAGES

- Sound Crew Member, **KARLALA Music Soundsystem**, New York (2026).
- Assistant to Maha Hashwi, Brooklyn-based poet — supported book-tour planning, promotional design, and author event/signing preparation (2026).
- Poetry Performances: Bowery Poetry Club, St. Mark's Church, Elizabeth Street Garden, KGB Bar for After Hours, New York (2024-26).
- Volunteer, The Poetry Project at St. Mark's Church, New York (2026).
- Languages: English and Hindi (proficient).

CONFERENCES

- Co-created and facilitated *DREAMSCAPES: Bringing Creativity into Higher Education*, an educator-focused workshop on creative writing pedagogy and creative learning; presented at the **2025 Imagining America Conference at New Mexico State University**. Invited to present at The New School Care Festival, 2026.
- Participated in *Studies into Darkness: A Reading Marathon for Freedom of Speech 2025* hosted by the Vera List Center.
- Student **Representative of The New School at the Critical Edge Alliance 2025 Annual Meeting, The Evergreen State University, Olympia**.

AWARDS

- Jury Member: Vera List New School Art Collection Writing Awards, *Robert Rauschenberg & the News: Select Prints from The New School Art Collection* (2025–26).
- All India Rank 1 among 20,000+ applicants in Delhi University's Extracurricular Trials for Creative Writing–English.
- Winner: Hindustan Times & Lenovo SMART Ed. National Scholarship (2021).

PUBLICATIONS

- PORTFOLIO
- Multimedia Contributor: The Magazine Club, March 2025 issue produced in collaboration with the South Street Seaport Museum.
- Poetry Editor (2024–2026): *The Inquisitive Eater,* The New School Creative Writing Department's literary journal; reviewed and edited poetry for publication.
- Editor-in-Chief: *Miranda House Annual Magazine* (2021–2022) and Newsletter (2022–2024), overseeing editorial content and copy editing.
- Commissioned Scriptwriter: Developed 10+ educational animation scripts and digital learning materials for Our Voix digital portal on literacy, cyber safety, and children's rights for distribution across schools and NGOs in India.
- Commissioned Research and Writing: StuDost— *India's Higher Education, CSR and Philanthropy Landscape* (2021), ImpactEd India— *Social Impact Spaces in Indian Education* (2021), Pratisandhi NGO— *Sexual Health and Education in India* (2020).

TECHNICAL AND ADMINISTRATIVE SKILLS

- Administrative & Database: Microsoft Office, Google Workspace, Airtable, CRM applications, Submittable, Asana | Teleconferencing: Zoom, Google Meet | Video & Digital Media: Adobe Premiere Pro | Design: Adobe Photoshop, InDesign, Canva, Procreate