

Sample Resume – Visual Arts

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Karyn Curator

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Education

Master of Visual Arts

Monash University

(Due for completion July 2015)

Feb 2014 – Current

Bachelor of Visual and Media Arts

Monash University

Feb 2010 – Nov 2013

Professional Development

'How to Use Social Networking'

Arts Incubator

Sept 2013

- Online networking technologies including LinkedIn, Facebook, Twitter, Mailchimp and Hootsuite

Curatorial Experience

Assistant Curator

BOX, Floate Gallery, Melbourne

Feb – June 2013

- Prepared and coordinated all travel arrangements and information for artists and VIP guests
- Liaised and negotiated with artists regarding installation timing and placement
- Coordinated marketing including interviews with artists for MX, Leader Newspapers, Frankie Magazine and Triple R radio
- Organised catering
- Managed all sales at front of house accurately using EFTPOS, cash float and invoice book

Achievement:

- Negotiated sponsorship resulting in wine being provided free of charge at opening

Assistant Curator

Domestic Goddess (12 artists) Blindside Gallery, Port Melbourne

Aug – Nov 2012

- Maintained database, budget charts and spreadsheets of costs and contact details
- Welcomed guests to the gallery, providing information and orientation assisting with enquiries
- Recorded accurate exhibition attendance and figures daily
- Maintained artwork and building security procedures
- Performed administrative and word processing tasks including, invitations lists and RSVP management

Achievement:

- Interacted with visitors resulting in 12 art works being sold – sales exceeding expectations

Selected Group Exhibitions and Collaborations

2012

- *The Aesthetics of Joy*, NoNo Gallery Williamstown, small drawings and sculptures
- *The Drawing Machine*, Fad Gallery/bar Melbourne, large oil paintings
- *Making a Living*, Gorker Gallery Fitzroy, painting
- *No Vacancy*, Monash students final year exhibition, painting and sculpture

2011

- *Leave it to Fate*, Place Gallery Richmond, painting
- *Secret Life*, Monash students final year exhibition, painting and sculpture



Demonstrated skills

Interpersonal and communication skills

- Provided customer service to gallery visitors and patrons when providing information about art works with the view to persuade, negotiate and encourage sales
- Conducted presentations and tours of galleries for groups of visitors
- Developed firm media networks ranging from print to television to radio
- Excellent written communication skills honed through developing work for publication

Administrative/Computer skills

- Well developed computer literacy skills including the ability to competently operate business productivity tools (MS Word, Excel & Power-point) and business applications (financial software, business specific database systems) proven through gallery experience when maintaining contact details and developing professional documentation for marketing
- Utilised complex software programs such as Adobe Photoshop throughout my studies

Organisational and time management skills

- Achieved strict deadlines when managing competing priorities when coordinating exhibition openings- organising catering, security, marketing and liaising with artists
- Consistently submit university course work on-time while balancing employment obligations

Curatorial expertise

- Knowledge of lighting and installation/hanging techniques and technologies
- Cultural and ethical issues of collecting; collection development, display and interpretation of permanent collections; databases, registration practices and collection management
- Critically aware of innovation and experimentation in curatorial and exhibition practice.
- Modern and contemporary art and aesthetics – keep up to date with trends through reading blogs, subscribing to industry magazines and attending exhibitions
- Experienced in the managing of budgets for the planning and staging of exhibitions

Teamwork

- Proven ability to work effectively as part of a gallery team when interacting with up to 10 colleagues to facilitate an exhibition

Reviews and Publications

2013

- Writer – *The Art of Communicating with Artists*, Yen Magazine, Autumn addition
- Writer – *A Constructed World* (review), Artscope Magazine, March edition

2012

- Writer – *Kindness and Critique*, Column #3, Artspace Sydney
- Writer - Making space: Artist-run initiatives in Victoria, VIA

Inspirations/Interests

- Regular reader of Blogs such as Eye Level, Design Museum, Fresh+New
- Subscribe to *Art Almanac*
- Regularly attend exhibitions e.g. :
 - Mike Nicholls: *Primitive Soul*
 - Shaun Gladwell: *Stereo Sequence*
 - Regina Pencer: *What Gives*

Referees

Sharyn Buntle
Gallery Director
Floate Gallery
0412 000 000
sharyn.buntle@floate.com

Marcus Sturgers
Curator
Place Gallery
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marc@place.com.au