

# ARTS ADMINISTRATOR RESUME

Example by Resume Genius

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## professional profile

Imaginative and detail-oriented Arts Administrator with 4+ years of experience leading front-of-house administration for artistic programs and events development. Adept at booking venues, implementing fundraising initiatives, discussing artwork with teams, publishing marketing materials, and resolving conflicts whenever they arise. Results-driven leader determined to foster long-term relationships via different channels of communication. Eager to leverage my diverse background to promote arts at the American Art Theatre Actors Workshop.

## education

May 2018

### BACHELOR OF ARTS IN FASHION

Pratt Institute, New York, NY

### PROFESSIONAL CERTIFICATE IN ARTS MANAGEMENT

Arts Extension Service, University of  
Massachusetts Amherst

## professional experience

Dec 2020 – Present

### ARTS ADMINISTRATOR | Galeria Azur, Miami, FL

- Implement creative vision to arrange and promote arts events and exhibitions by planning budgets, coordinating travel arrangements for performers, and handling all necessary logistics
- Engage with 5 senior managers to prepare overall business plan for organizing 20+ arts programs in 6-month intervals
- Collaborate with 3 team members to operate a multi-line phone system
- Facilitate creative organization by scheduling and prioritizing tasks, communicating with artists, and greeting visitors/guests

Jun 2018 – Dec 2020

### ARTS COORDINATOR | Encore Community Services, New York, NY

- Analyzed requirements of customers, arranged performances and venues, and managed catering and sales of tickets to meet and exceed operational targets
- Complied and followed established rules and regulations while executing all marketing and office management operations
- Ensured commercial and artistic success of the company by creating and implementing marketing and merchandising strategies in collaboration with a team of 5 specialists
- Streamlined the events coordination process while encouraging public involvement in arts-related groups and programs, leading to a 15% increase in revenue (2019)

## additional skills

- Proficiency in Adobe Creative Suite
- Experienced remote collaborator (Google Cloud, Zoom)
- Expert in Microsoft Office
- Bilingual, fluent in English and French