

# Sample Resume – Visual Arts

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## **Karyn Curator**

0423 567 890 / kaz.curator@gmail.com / www.kaz-kreations.com

### **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