

ARTS ADMINISTRATOR RESUME

Example by Resume Genius

 (305) 234-2323  your.name@gmail.com

 1938 W Beachview Blvd, Miami, FL 33101  linkedin.com/in/profile

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