

Sample Resume – Visual Arts

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, Flotilla 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