

# ART ADMINISTRATOR RESUME SAMPLE

1010 South Street, New York, NY 10003

(212) 204-5645

john.doe@gmail.com

*Art Administrator with over 10 years of experience of working for a commercial gallery, detail orientation and prioritizing deadlines. Possesses a B.A. in Fine Arts and the utmost pride in gallery work.*

## PROFESSIONAL EXPERIENCE

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### WETHERBY'S

Art Administrator

Boston, MA

September 1998 – Present

- Supervising production of artwork, installation, packing and shipping
- Maintaining overall gallery appearance, 1,000+ square foot
- Writing correspondence, organizing mailings, entering and updating £3.4B inventory records
- Maintaining client Rolodex, tracking and cataloging artist info, and providing additional support to Director and Principal as needed

### ROYAL HOUSE OF ART

Museum Curator

Boston, MA

September 1998 – Present

- Develop and implement a cohesive vision and strategy for the RHOA's existing collection of modern and contemporary works of art to benefit both the local community and the broader public
- Build the collection by making recommendations for acquisition of modern and contemporary art made possible by endowments for the purchase of 20th and 21st century art, and participate in the development of a museum-wide collecting strategy
- Handle and curate rigorous exhibitions (both large and small) of modern and contemporary art using works of art from the RHOA's collection as well as loaned objects

## EDUCATION

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### COWELL UNIVERSITY

Doctor in Philosophy in Art Administration Candidate, June 1999

Chicago, IL

- Graduated Magna Cum Laude

### COWELL UNIVERSITY

Master of Arts in Art History Candidate, June 1998

Chicago, IL

- Graduated Cum Laude

### COWELL UNIVERSITY

Bachelor of Arts in Fine Arts Candidate, June 1995

Chicago, IL

- Graduated Cum Laude
- Volunteer curator of CU's Fine Art Museum
- Fundraised \$2400 via organization of CU's Contemporary and Fine Art Festival 1994

## ADDITIONAL SKILLS

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- 4+ years MS Office (Intermediate)