

# ROBERT SMITH

## Jr. Curator

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Highly motivated self-driven individual who exceeds in team leadership and time management, looking to bring 9 plus years of experience in management, facility maintenance, guest services, and animal husbandry and management to your company.

## EXPERIENCE

### Jr. Curator

#### ABC Corporation - OCTOBER 1986 - APRIL 2002

- Awarded one-year National Endowment for the Arts Education Internship.
- Conducted tours, assisted with training and ongoing docent education, presented outreach programs throughout regional school system.
- Promoted to Curator with specialty in works on paper.
- Centered on acquiring, documenting, preserving and interpreting collections ranging from antiquity to contemporary art.
- Grant proposals for exhibitions, budgets for mounting and framing art works and publication of exhibition and collection catalogues.
- Implemented new procedures for more thorough documentation files and inventory control.
- Instrumental in establishing collection database.

### Curator

#### ABC Corporation - 1985 - 1986

- Supervised museum renovation and gave public presentations on new museum to community groups.
- Trained and supervised staff, interns and volunteers.
- Lead committee meetings and prepared annual museum budget.
- Designed and installed temporary exhibits.
- Met with donors and supervised collections management.
- Wrote and was awarded Conservation Assessment Program grant.
- Served on the Board of Directors of Fashion Archives and Museum at Shippensburg University in 2006..

## EDUCATION

- B.A. in English and Art History - (The University of Toledo/The Toledo Museum of Art)

## **SKILLS**

Leadership Development, Management, Operations, Operations Management, Project Management, Research, Recruiting, Training.