

ROBERT SMITH

Gallery Manager/Coordinator

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Illustrator and generally creative individual. Always hungry for creative work and finds that limitations are the impetus of creation.

2009 - 2012

GALLERY MANAGER/COORDINATOR - ABC CORPORATION

- Scheduled meeting with clients in regard to renting out the space during off seasons.
- Worked directly under the supervision of the gallery owners to perform day-to-day gallery tasks.
- Implemented and worked with the inventory program.
- Promoted and sell artists work, through exhibitions and personal contacts.
- Curated artwork in cooperation with artists and technicians.
- Organized and market exhibitions and shows, including releasing marketing materials to the media.
- Worked closely with individual artists, develop relationships with new artists, and extend relationships with established artists.

2010 - 2015

GALLERY MANAGER - DELTA CORPORATION

- Organize and curate monthly exhibitions.
- Manage gallery studios; collect rents and fees.
- Oversee the execution of all installations and deinstallations.
- Plan, coordinate and supervise events and fund raisers.
- Create and execute advertising and publicity strategies.
- Develop, implement, and instruct art classes and programs.
- Represent and promote Studio 333 at community events.

EDUCATION

Bachelor of Fine Arts in Painting - (School of Visual Arts - New York, NY)

SKILLS

Microsoft Office Suite, Project Management, Problem Solving, Trade Shows, Trade Shows, Painting, Inventory Management.