

# ROBERT SMITH

## Art Consultant/Supervisor

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### SUMMARY

Collaborating with people who are just as committed to excellence as you are. More than anything else, it means adding your contribution and taking your career to new levels.

### CORE COMPETENCIES

MS Office, MS Excel.

### PROFESSIONAL EXPERIENCE

#### Art Consultant/Supervisor

**ABC Corporation - December 2001 – July 2003**

##### Key Deliverables:

- Orchestrated and managed private art showings in clients' homes.
- Cultivated current collectors and assisted them in acquiring art for their collections and met monthly targets.
- Liaised with the artist to design and co-ordinate exhibitions for monthly solo shows.
- Planned and executed the changing of weekly displays.
- Arranged transfer and shipping of art pieces, including paintings and sculptures.
- Create a strong client base.
- Select and display fine works of art by our featured artists, resulting in successful art shows.

#### Art Consultant

**ABC Corporation - 1998 – 2001**

##### Key Deliverables:

- Greeted and welcomed customers into the gallery, I used fact finding to discover needs, wants and budget.
- Excelled at creating a warm and pleasant atmosphere to put customers at ease.
- Became extremely proficient at memorizing artists' names, the names of their pieces, mediums, content, inspirations, sizing and pricing for the art that was hung in the gallery.
- Would come in on days off or come early and/or stay late to help rehang the gallery in preparation for a new season or Art Show, the Director trusted my judgement and eye for detail.
- During downtime I would wax bronze sculptures, clean glass and dust canvases so our gallery was always in top shape.
- Also vigilantly readjusted art that had been brushed or rehung wrong..
- This is Dummy Description data, Replace with job description relevant to your current role.

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### EDUCATION

Master's in Fine and Decorative Art in Art History - 2003(Sotheby's Institute of Art, London - London)

