

ROBERT SMITH

Associate Gallery Manager

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SUMMARY

To obtain a position in a field where able to both apply experience in gallery and office management, children's programming, computer application systems, and customer service and learn new skills that would be beneficial in the future.

SKILLS

Graphic Design, Art Installation, Faux & Standard Painting, Writing, Art Gallery Management.

WORK EXPERIENCE

Associate Gallery Manager

ABC Corporation - November 2010 – March 2011

- Worked within annual budget for both the art center & gallery.
- Scheduled and managed part-time staff & volunteers for the gallery.
- Managed and oversaw all on and off-site exhibitions and shows.
- Helped create, edit and proofread all materials pertinent to galleries including advertisements, calendars of events, press releases, brochures and gallery cards.
- Initiated, coordinated and implemented monthly all media gallery shows and themed shows.
- Secured jurors for shows.
- Coordinated with art center the call for entries for all shows (helped increase entries).

Gallery Manager

Delta Corporation - 2008 – 2010

- Worked with large corporations and first class resorts, such as Nemaquin Woodlands in providing them with fine art.
- Built relationships with artists and individual art collectors.
- Helped in the process of dissolving the art gallery upon the owners retirement.
- Had 5 Interior Designer direct reports.
- Began as an intern; my promotion to gallery manager handled all financial and clerical duties associated with the gallery and its non-profit .
- Scheduling and meeting with clients in regard to renting out the space during off seasons.
- Conducted exhibitions and fairs; promoted the sale of variety of merchandise paintings, ceramics, sculpture and others.

SCHOLASTICS

- Bachelor of Arts in English Literature - 1997(Virginia Commonwealth University - Richmond, VA)