Kifka Kingan

23/22-26 Howard St, North Melbourne VIC 3051 0420 269 339 kifkakingan@gmail.com

Qualifications

Postgraduate Diploma, Arts Management, University of Auckland, 2010 (TBC)

Bachelor of Arts (English Literature and Art History), University of Auckland, 2009

Certificate of Business Management, University of Auckland Law School 2007

Experience

**August 2013 – present: Consultant, Creative Management, Melbourne**

Liaise with board of directors to develop Everfresh Studios Pty Ltd strategies, policies, and recent studio relocations. Supervise creatives and their staff, set priorities, monitor workflow, and the development of strategies or work practices. Develop appropriate training programmes that relate to group development and expansion of practice. Provide advice in relation to personal and career development related to work requirements. Central contact for clients and other interested parties. General knowledge of the organisation’s operations, combined with specialist knowledge of major activities within the work area and responsible for interpreting and evaluating information where legislation, regulations, instructions or procedural guidelines do not give adequate or specific answers.

**September 2013 – March 2014: Personal Assistant / Medical Secretary, Mr Altay Altuntas, Orthopaedic Surgeon, Melbourne**

Personally assisted Mr Altay Altuntas in setting up and establishing his private practice. Managed his day-to-day schedule and kept him up to date. Arranged catered meetings with over 25 different GP practices to establish and promote growth of business and build connections. Applied detailed knowledge of the organisation’s objectives, performance, projected areas of growth, product trends and general industry conditions to assist in developing policy and services to meet changing market needs. Finalising quotations or costings by applying a detailed knowledge of variable inputs, margins, market conditions, supply and delivery arrangements. Prepared internal reports for management in the following areas: accounting / financial maintenance, staffing and equipment and medical services.

Organised medical appointments for over 600 registered patients through CorePlus software. Managed calls through a large switchboard system. Organised schedule of private practice over four private hospitals and also liaised with diary of two public hospital schedules. Managed incoming and outgoing correspondence between patients and health professionals.

**Aug 2011 – Aug 2013: Art Consultant, Metro Gallery, Melbourne**

Developed and lead sales and marketing strategies, worked closely with the director to set and maintain sales targets within a sales team. Personally had a sales target of $20,000 per week. Increased active client database from less than 3,000 to over 11,000 over the course of two years. Implemented follow up services to regular clientele to increase awareness of artist works services available to private owners. Worked within a tight budget to produce a range of marketing materials aimed at communicating with clients and artists to meet and anticipate their requirements. Communicating sales and marketing information and materials by email, phone and meeting directly with target groups. Positively representing the gallery through front of house including customer service via phone and in person, ongoing sales and staff training and working with local and international artists, managers and consultants. Coordinate exhibition schedule for 2-5 years in advance. Assisting and accommodating the director’s diaries and the artists schedules.

**Nov 2010 – Aug 2011: Cosmetics Counter Manager, Myer Bourke Street, Melbourne**

Managed a team of 5 retail staff and liaised interstate with cosmetics managers and company owners. Meeting my daily sales targets for counter $14,000+, manage KPI’s for entire team. Communicate any information of the daily running of the business. Manage the presentation of the shop interior. Providing service to customers and clients, including make-up application and direction. Co-ordination and execution company seasonal promotional material and product. Liaising with the management of both businesses, Myer Management team and cosmetics directors.

**Nov 2008 – Feb 2010: Executive Assistant, Art Department, Blur & Sharpen, Auckland**

Personally assist Director and Director of Photography. General administrative tasks such as office management, field phone calls and emails. Coordinate shoot schedule, art department and creative professionals. Attend and record minutes of meetings with clients. Design and execution of hair and make-up on shoot locations and storyboarding. Directing and manage assistants and other creative professionals when required.

Interests / Hobbies

**Feb 2013 – Present, Book Club Co-Ordinator, B\*\*\* Ass Book Club, Melbourne**

Prepare and organise meetings for female oriented writers and readers, including food preparation and accommodating special dietary needs.

**Dec 2012 – Present, Yoga enthusiast, (Variety of studios), Melbourne**

Attend yoga, attempt positions as lead by tutor.

Referees

**Tyrone Wright,** Director at Everfresh Studios Pty Ltd.  
Email: tyronewright@gmail.com Phone: 0403 051 470 **Altay Altuntas,** Orthopaedic Surgeon,   
Email: [altayaltuntas@gmail.com](mailto:altayaltuntas@gmail.com) Phone: 0419 899 559

**Alex McCulloch,** Past Director, Metro Gallery  
Email: alex@alexmccullochart.com.au Phone: 0414 300 054