Ellen Hardin

Art Gallery Manager

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Profile

Dedicated Art Gallery Manager with 13 years of experience effectively managing galleries and overseeing their day-to-day operations. Adept in networking with artists, planning exhibitions, and organizing social and promotional events. A lifelong passion for art and creative expression drives the delivery of unwavering leadership, organization, and valuable analytical thinking skills necessary to run a successful gallery.

Work Experience

01/2013 - 09/2022, Art Gallery Manager, Little Silver Gallery, Seattle

- Promoted the gallery via social media and community outreach platforms, along with website and blog management, contributing to 86% visitor growth increase over eight years.

- Hired and managed gallery staff, and managed payroll and budgets.

- Developed thoughtful exhibition plans congruent with the gallery mission and theme.

- Constantly networked to improve new client growth by 32%, while maintaining relations with former clients helped double retention.

- Educated visitors about gallery works and sold pieces worth over $500k.

- Helped install exhibitions from conception to physical configuration.

04/2009 - 12/2012, Art Gallery Manager, Kai Kayne Gallery, Seattle

- Handled all curatorial functions on a day-to-day basis.

- Greeted and assisted visitors and conducted outreach practices to attract new visitors, attaining a 46% increase over three years.

- Handled all gallery inquiries and aimed to educate the public on gallery happenings, boosting awareness by 53% according to poll results.

- Created and distributed detailed exhibition catalogs.

- Maintained a clean and inviting gallery with an excellent atmosphere at all times.

- Created powerful marketing strategies resulting in a 38% sales increase.

Education

08/2005 - 05/2009, Bachelor of Fine Art, Cornish College of the Arts, Seattle

Skills

- Strong Organizational Skills
- Multitasking
- Agile Project Management
- Networking
- Fine Art Knowledge