
Art Administrator Resume

Job Objective

Seeking a position as Art Administrator in a reputed organization where I can utilize my knowledge and experience.

Highlights of Qualifications:

- Remarkable experience of planning and organizing logistics related to Art events
 - Proficiency in arranging performances, artists, venues, security, catering and sale of tickets
 - Skilled at drawing, painting, sculpture, photography and metal and jewelry art
 - Deep knowledge of political and economical issues
 - Good understanding of grants and funding for the arts
 - Outstanding ability to work under pressure and manage flexible hours
 - Immense ability to manage finances and work autonomously
 - Superior communication, interpersonal and organizational skills
 - Excellent administrative skills
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Professional Experience:

Art Administrator
Agcas, Flint, MI
August 2005 – Present

Responsibilities:

- Outlined logistics related to events and buildings and managed secure funding for venues.
- Administered performances, artists, security, venues, catering and sale of tickets.
- Promoted event through direct mail, advertising and publicity leaflets.
- Planned budgets and programmed performances.
- Developed fresh projects and initiatives.
- Handled operational management issues and coached staff as well as negotiated contracts.
- Coordinated with the board of directors.

Art Administrator
Creative Choices, Flint, MI
May 2000 – July 2005

Responsibilities:

- Managed sponsorship and funding as well as outlined funding submissions.
 - Bargained with artists and performers with regard to contracts.
 - Supervised arts programs, stage management and box office sales.
 - Handled purchasing of works of art and promoted exhibitions.
 - Enforced organization's strategic plans and marketing strategies.
 - Administered human and financial resources and coordinated with the media.
 - Imparted education services to public and ensured corporate and legal requirements are adhered to.
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Education:

Bachelor's Degree in Arts Management
Bismarck State College, Bismarck, ND

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