
GALLERY DIRECTOR RESUME

Objective:

Seeking a position as Gallery Director with an opportunity for advancement.

Highlights of Qualifications:

- Strong marketing, financial and business management experience in a museum community setting
 - Strong knowledge of working art studios
 - Extensive knowledge in wrapping and handling artwork, organizing image files and installing new exhibitions
 - Proficient with Photoshop, Illustrator, InDesign, Excel, Microsoft, and PowerPoint
 - Excellent knowledge about the visual arts
 - Proficient in Photoshop, Illustrator, MS Access and InDesign
 - Superior communication and interpersonal skills
 - Remarkable ability to effectively coordinate programs to showcase gallery and artists
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Professional Experience:

Gallery Director, August 2005 – Present
Contemporary Art Gallery, New York, NY

- Mounted and followed up on sales campaigns with the gallery owner.
- Worked closely with collectors, museums, advisors, consultants.
- Coordinated exhibitions at the gallery and in institutions.
- Managed Shipping of art works.
- Hired staff and evaluated staff performance.
- Maintained and updated database of gallery items.

Gallery Director, May 2000 – July 2005
Bill Hodges Gallery, New York, NY

- Acted as liaison between artists and the gallery.
 - Prepared applications, shipping, and participated in art fairs.
 - Overseen the day-to-day operations at the gallery.
 - Attended monthly Board of Directors meetings providing operations reports and updates.
 - Hired staff and evaluated staff performance.
 - Maintained and updated database of gallery items.
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Education:

Bachelor's Degree in Art History, James Madison University, Harrisonburg, VA

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