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# GALLERY DIRECTOR RESUME

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## 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

## 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.

## Education:

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

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