

KEY FEATURES:

Directly related experience

Position & industry specific objective

Alice B. Cruzen

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Objective

To acquire the position of Museum Assistant at the Long Beach Museum of Art where I can apply my experience working with non-profit organizations and museums.

Education

University of California, Santa Barbara

B.A., in Art History

Expected Graduation: June 20xx

Significant Coursework

- Museology
- Survey of Modern to Contemporary Art
- Survey of Architecture and Planning
- African, Oceania, and North American Art

Relevant Experience

Art, Design and Architecture Museum UC Santa Barbara, Santa Barbara, CA

University Museum Fine Art Curatorial Intern

September 20xx-Present

- Educate students, faculty members, and alumni on the current exhibitions and facilitate their understanding and appreciation for artwork as a docent tour guide.
- Support exhibitions and programs by attending, planning, and advertising for several opening receptions and events.
- Travel to Solvang, CA on a weekly basis to catalogue Channing Peake's artwork for an upcoming exhibition and created a database for the exhibition catalogue.
- Track and meet with collectors in order to add to the artwork database.
- Attend special seminars with art curators, collectors, and artists to benefit from their experiences and gain knowledge about the art world.
- Collaborate with interns from different departments to plan seminar topics for the following school year.

Arts Fund, Santa Barbara, CA

Gallery Intern

September 20xx-Present

- Assist and organize 5 gallery opening receptions utilizing event planning skills.
- Ensure that bank deposits are delivered on time.
- Update the Facebook page as part of the administrative and clerical aspects of the job.
- Aid in the proper installation, packaging, and shipping of artwork to ensure no damages occur.
- Maintain overall gallery appearance to ensure guest satisfaction.
- Maintain and update the DonorSnap database with artist, donor, and client information to ensure proper contact information is available at all times.
- Accurately answer general inquiries through the telephone and in person about the programs available, the gallery, and the work exhibited.
- Provide assistance in planning and executing successful fundraisers and gallery opening receptions.
- Interact with guest at events to facilitate the public's appreciation of the artwork.

Skills

- Fluent in Spanish
- Experience with DonorSnap
- Proficient in MS Office Suite including Microsoft Word, Excel, and Power Point
- Knowledgeable in Loss Prevention techniques
- Some management experience