

Damien Administrator

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EDUCATION

The University of North Carolina at Charlotte - Charlotte, NC

May 20XX

Bachelor of Art in Art

Minor: Art History

Coursework: Art History Survey 1 & 2, Contemporary Art History, Medieval Art History, Conceptual Art, Painting 1, Digital Media 1, Printmaking 1, & Graphic Design 1

SKILLS

Computer: Microsoft Office Suite, Google Suite, Mac, PC

Languages: Fluent in Spanish & English

ARTS ADMINISTRATION EXPERIENCE

The Mint Museum - Charlotte, NC

August 20XX- Present

Collections & Exhibits Design Intern

- Gained hands on experience learning how to design and plan for exhibitions and installations
- Assisted in organizing art in engaging spaces throughout the museum
- Learned the entire process of exhibitions from conceptual planning through implementation
- Became familiar and followed museum standards, practices, and policies

The Bechtler Museum- Charlotte, NC

August 20XX- May 20XX

Docent

- Participated in eight trainings to learn about the docent role as well as the artwork in the Bechtler
- Served as a Docent for 6-8 hours a week, taking guests on tours throughout the museum, sharing the history behind the artwork, and answering related questions

Rowe Gallery, UNC Charlotte - Charlotte, NC

August 20XX - May 20XX

Gallery Attendant

- Supervised the gallery space as guests entered and directed them accordingly
- Answered questions about the artwork and artists who were being exhibited on a semesterly basis
- Assisted the head curator with installations of exhibits

EXHIBITIONS

Moon Dreams Exhibit – UNCC Student Union Gallery, Charlotte, NC

March 20XX

Student Exhibit – UNCC Rowe Gallery, Charlotte, NC

September 20XX

Student Exhibit – UNCC Rowe Gallery, Charlotte, NC

March 20XX

LEADERSHIP EXPERIENCE

UNC Charlotte - Charlotte, NC

August 20XX – December 20XX

Niner Guide

- Led groups of potential students and families through the campus, showcasing the various colleges and departments
- Developed public speaking skills and learned how to answer questions from participants