

Artist Resume

An artist or exhibition resume focuses on your artist record. It differs from other resumes in that it doesn't include work experience, activities, or skills that may be included in an employment resume. A basic artist resume may be one or two pages and can expand as you advance in your career.

An artist resume will likely be requested by any agent, gallery, or museum that you work with. It is often a requirement in applications for exhibitions, grants, residencies, or graduate programs. You can also add your resume to your website in list format or as a PDF download.

HOW TO GET STARTED

Start by writing a list of exhibition experiences since arriving at MECA, noting any awards, curatorial roles, and commissions. You don't need to worry about the layout in your first round.

Once you've created a first draft, design your information in a clear manner. Usually an artist resume is formatted in two columns, utilizing the right side of the page to separate categories titles and/or dates of entry.

Look over your resume with a faculty member and peer. Proofread several times before sending it to anyone.

DESIGN TIPS

Keep your artist resume to one to two pages. If needed, edit down dated or less relevant experiences.

- Always use 8.5 x 11 in. paper.
- Assume your resume will be printed in black and white.
- Consider your margins: to be safe, leave 0.5 in. margin on all sides of the page.
- Make the type legible, stick between a size of 9–11 pt.
- Unless you feel confident in your typographic skills, use a standard font such as Helvetica or Times New Roman.
- Spacing, bold type, or all caps can be used strategically to establish hierarchy on the page and make your resume easier to read.

WHAT TO INCLUDE

Review all the standard categories below and adhere to the guidelines listed for each. Only include categories that apply to your practice.

Write entries in reverse chronological order, listing most recent experiences at the top of each category with corresponding dates. Make sure to use the correct tenses for past and current experiences.

Contact Information

- Include name, address, email, and website at the top of the page.
- Consider making your name bold or in larger type on the page.
- You can list your address as city, state, and zip code. You don't need to include street address. Be wary of listing your home address if you post your resume online.

Born

- Often listed at the top of the page with city, state or country, and year of birth.

Education

- Order from most recent to past.
- Include degree (i.e. BFA), major, full name of institution, location, year of graduation.
- You can choose to include select workshops, study abroad, or arts-based programs.

Awards

This category can include awards, grants, fellowships, and residencies. When starting out, you may want to group information. If you have multiple entries under one sub-category, then list separately.

- Order from most recent to past.
- Include title, location, and year.

Solo Exhibitions

- Order from most recent to past.
- Include exhibition title (in italics), gallery or exhibition venue, location, and year.

Two-Person Exhibitions

- Order from most recent to past.
- Include exhibition title (in italics), gallery or exhibition venue, location, and year.
- You can include the second artist at the end of the entry if it is not stated in the exhibition title, for example: with Jane Smith.

Group Exhibitions

- Order from most recent to past.
- Include exhibition title (in italics), gallery or exhibition venue, location, and year.
- You can choose to list curator(s) or juror(s) at the end of the entry, for example: curated by Jane Smith.

Collections

Collections include public and private institutions or individuals that collect artworks through purchases or donations. This may include museums, foundations, large corporations, academic institutions, or non-profits. Differentiate public, corporate, and private collections.

- Order alphabetically by name of institution.
- Do not include unknown private collectors. List only highly respected institutions and private collectors.
- Include collector or institution's name and location.

Bibliography

This section includes published reviews or articles in print or online media that showcase your work or career. It can include radio or television credits. See *The Chicago Manual of Style* for guidelines on properly citing published works.

- Order from most recent to past.
- Include article title (in quotes), publication title (in italics), publication date, and page number(s) if applicable.
- For online media, include website address.

Publications

This section follows the same format of a bibliography but lists works that you have published in print or online media. See *The Chicago Manual of Style* for guidelines on properly citing published works.

- Order from most recent to past.
- Include article title (in quotes), publication title (in italics), publication date, page number(s) (if applicable).
- You can list small edition zines or artists book under the category Self-Published.

Other categories, add all that are relevant:

- Conferences or Workshops
- Productions or Projects (original works such as Game Projects, Filmography, etc.)
- Lectures or Artist Talks
- Curatorial Projects
- Collaborative Works
- Professional Organizations or Affiliations

Gallery or Agent Representation

Include galleries or agents that you are currently affiliated with by listing the gallery or agency name and location.

SAVING AND SENDING YOUR RESUME

Save and send your resume as a PDF document. Include your name in the file name so it is easily identified. Do not send

documents that require an application to open, like Microsoft Word, Google Doc, Text Edit, or Pages.

For example:

FirstInitialLastName_Resume.pdf
JSmith_Resume.pdf
FirstNameLastName_Resume.pdf
JaneSmith_Resume.pdf

Overall Design
Ample white space.
1-column used with
relevant dates at left.

JUSTIN LUMIÈRE

justinlumiere@me.com
justinlumiere.com

Photography | Cinema | Editorial Design
Lives and works in Portland, Maine.
Born in Maine, 1980.

Contact Info
Clearly listed at top of
page. Also includes year
of birth and location.

Work Experience
An artist resume should
only list select relevant
work experience that
supports your art practice
in a direct manner.

2017 **EDUCATION**
BFA Candidate in Graphic Design, Maine College of Art, Portland, ME

2007 **INTERNSHIP**
Intern/Intern Coordinator, Bakery Photographic Collective (BPiC), Portland
and Westbrook, ME

2015 **SOLO EXHIBITIONS**
Colorforms, Artists at Work Gallery, MECA, Portland, ME

2015 **GROUP EXHIBITIONS**
Text in the Environment, Basement Gallery, MECA, Portland, ME
Being There (Stephen Pace House), Zand Head Gallery, Portland, ME
2014 *Document, Archive, Fiction*, Artists at Work Gallery, ME
2013 *The Rising Tide—SYL Pop-Up Shop*, 94 Commercial Street, Portland, ME

Exhibitions
Solo Exhibitions are
listed first, followed by
Group Exhibitions. Each
entry includes name of
show in italics, followed
by location.

2001 **FILMOGRAPHY**
Boom Operator/Second Assistant Camera, *The Ballad of Faith Divine*
Director: Jason Hall
2013 Set Photographer/Audio Tech/Extra, *Neptune*
Director: Derek Kimball
2016 Writer/Director/Cinematographer/Voiceover, *The Burning House*
Director: Justin Lumière
2016 Producer/Director/Cinematographer/Writer, *Shifting Focus*
Director: Justin Lumière

Notable Projects
You can include relevant
projects that support
your practice such as
films, performances, or
collaborations. List your
role(s) for each project.

2015 **TEACHING**
Teacher's Aid, Maine College of Art, SYL Micropublishing, Portland, ME
2010–2011 Instructor, Gorham Adult Education Program, *Adult Education*
Courses, Gorham, ME

Categories
Other categories might
include public lectures,
awards, publications, or
curatorial work.

JUSTIN LUMIÈRE

justinlumiere@me.com
justinlumiere.com

Photography | Cinema | Editorial Design
Lives and works in Portland, Maine.
Born in Maine, 1980.

EDUCATION

2013–2017 BFA Candidate in Graphic Design, Maine College of Art, Portland, ME

INTERNSHIP

2002–2007 Intern/Intern Coordinator, Bakery Photographic Collective (BPiC), Portland and Westbrook, ME

SOLO EXHIBITIONS

2015 *Colorforms*, Artists at Work Gallery, MECA, Portland, ME

GROUP EXHIBITIONS

2015 *Text in the Environment*, Basement Gallery, MECA, Portland, ME
Being There (Stephen Pace House), Zand Head Gallery, MECA, Portland, ME
2014 *Document, Archive, Fiction*, Artists at Work Gallery, MECA, Portland, ME
2013 *The Rising Tide—SYL Pop-Up Shop*, 94 Commercial Street, Portland, ME

FILMOGRAPHY

2001 Boom Operator/Second Assistant Camera, *The Ballad of Faith Divine*
Director: Jason Hall
2013 Set Photographer/Audio Tech/Extra, *Neptune*
Director: Derek Kimball
2016 Writer/Director/Cinematographer/Voiceover, *The Burning House*
Director: Justin Lumière
2016 Producer/Director/Cinematographer/Writer, *Shifting Focus*
Director: Justin Lumière

TEACHING

2015 Teacher's Aid, Maine College of Art, SYL Micropublishing, Portland, ME
2010–2011 Instructor, Gorham Adult Education Program, *Adult Education Photography Courses*, Gorham, ME

RESUME SAMPLE**Alum, 3 years after****Graduation**BFA, Metalsmithing &
Jewelry, 2 pages**Shelby Goldsmith**

174 Pleasant St. Saco, ME 04072

(732) 337-3910

shelbygoldsmith@icloud.com

shelbygoldsmith.com

Education & Workshops

- 2014 BFA in Metalsmithing & Jewelry, Maine College of Art, Portland, ME
2014 *Enameling in the Round* with Harlan Butt, Peters Valley, Layton, NJ
2013 *Under the Lens* with Melanie Bilenker, Penland School of Crafts,
Penland, NC
2012 *From Tankards to Teaspoons* with Jeffrey Clancy, Penland School
of Crafts, Penland, NC
2011 *Kinetic Jewelry* with Sarah Doremus, Peters Valley, Layton, NJ
2011 *Mitsuro Wax* with Kate Wolf, Wolf Designs, Portland, ME

Professional Experience

- 2016-Present Secretary & Core Member, The Metals Collective, Portland, ME
2015-Present Assistant Bench Jeweler, Tina Dinsmore Fine Jewelry, SoPo Art
Studios, South Portland, ME
2016 Instructor, *Introduction to Enameling*, Continuing Studies, Maine
College of Art, Portland, ME
2014-2016 Studio Technician, *Open Bench*, Continuing Studies, Maine
College of Art, Portland, ME
2015 Teaching Assistant to Kyle Patnaude, M&J Pre-College
Program, Maine College of Art, Portland, ME
2012 Studio Assistantship, *From Tankards to Teaspoons* with Jeffrey
Clancy, Penland School of Crafts, Penland, NC

Exhibitions

- 2016 *Resonance*, Blue, Portland, ME
2016 *The Fragrant Jewel*, The Bearded Lady's Jewel Box, Portland, ME
2016 *Bloom & Doom*, Fore River Gallery, Portland, ME
2014 *[In]habit: Senior Thesis Exhibition*, June Fitzpatrick Gallery,
Portland, ME
2013 *Alchemy 2: A New Global Vision for Enamel*, The Carnegie,
Covington, KY
2012 *Beyond Borders: Experimentation and Innovation in Enameling*,
Richmond Art Center, Richmond, CA
2012 *Merit Show*, Maine College of Art, Portland, ME

Awards & Scholarships

- 2016 New Professional Work Exchange, 2017 SNAG Nexus Conference,
New Orleans, LA
- 2014 Matriculated College Student Scholarship, Peters Valley, Layton,
NJ
- 2013 Windgate Scholarship Fund, Penland School of Crafts, Penland,
NC
- 2012 Beatrice Bouton Barrett Endowed Memorial Scholarship Award,
Maine College of Art, Portland, ME
- 2011 Matriculated College Student Scholarship, Peters Valley, Layton,
NJ
- 2009 Annual Vision Scholarship, Maine College of Art, Portland, ME

Conferences

- 2015 *SNAG Impact: Looking Back & Forging Forward*, Boston, MA
- 2012 *Art Schools Collaborative*, Haystack Mountain School of Crafts,
Deer Isle, ME
- 2012 *ALLOY Symposium*, University of Massachusetts Dartmouth, New
Bedford, MA

Danielle Gerber

Artist | Metalsmith | Jeweler

www.Danielle-Gerber.com

dgerber@meca.edu

603-978-0078

RESUME SAMPLE

Alum, 5 years after

Graduation

BFA, Metalsmithing &
Jewelry, 2 pages

Education

Maine College of Art 2008-2012

Portland, Maine

Bachelors in Arts, focus in Metalsmithing and Jewelry, May 2012

Career GPA: 3.5

Awards

2016 - Rising Craft Star, 30 Exceptional Craftspeople Under 30, American Craft Week

2011 - Honorable mention for Outstanding Portfolio: BFA Show

2011 - Honorable mention MECA Merit Show

2008 - Gold Key award for portfolio in NH Scholastic Art Awards

2007 - 3 Gold Key award for paintings in NH Scholastic Art Awards

Publications

2016 - Handmade Business Magazine - Rising Craft Stars

2015 - National Endowments for the Arts - 50th Anniversary - "[My Art Story](#)"

2015 - Art Jewelry Magazine Online - May 2015 Asymmetrical Design Challenge

2013 - Showcase 500 Art Necklaces - July 2013 Lark Jewelry & Beading gallery publication

2013 - Maine Home Design Magazine - Featured artwork in article "Design Wire"

Exhibitions

2016 - Rising Craft Stars Showcase, [American Craft Week Online Exhibition](#)

2016 - "RAW Presents TREND", Boston, Massachusetts

2015 - MECA Collect - Portland, Maine

2012 - Inaugural Exhibition: Landscapes - Macpage LLC - South Portland, Maine

2012 - Thesis Show: Culminate - Maine College of Art - Portland, Maine

2012 - Free For All - Space Gallery - Portland, Maine

2011 - BFA Show - Maine College of Art - Portland, Maine - Honorable Mention Outstanding Portfolio

2011 - Merit Show - Maine College of Art - Portland, Maine - Honorable Mention

2011 - Eat Drink and Be Merry for Tomorrow We Die - Free Street Gallery - Portland, Maine

2010 - BFA Show - Maine College of Art - Portland, Maine

2010 - Merit Show - Maine College of Art - Portland, Maine

2008 - Food, Hunger, Art, Justice - Local 188 - Portland, Maine

Groups

New England Sculpture Association

C.R.A.F.T.S.

Raw Artists Boston

Maine Crafts Association

Maine Made

UpCountry Artists

Common Street Arts

Danielle Gerber

Artist | Metalsmith | Jeweler

www.Danielle-Gerber.com

dgerber@mecca.edu

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Shows

Paradise City Art Festival - Northampton, Massachusetts

New England Made Wholesale Show - Portland, Maine

South Portland Art in the Park - South Portland, Maine

Bridgton Art in the Park - Bridgton, Maine

Belfast Arts in the Park - Belfast, Maine

Upcountry Artists Sugarloaf Fall Show - Carrabassett Valley, Maine

Christmas at the Brook - Manchester, New Hampshire

New England Christmas Show - Augusta Maine

Pine and Spruce Holiday Show - Portland Maine

BUST Craftacular - Boston, Massachusetts

Professional Experience

2016-2017 - Traditional raising and silversmithing demonstrations at historical village - Boothbay, Maine

2015-2017 - Curation of Macpage LLC group exhibitions - South Portland, Maine

2015-2016 - Curation & implementation of WEX Inc. group exhibitions - South Portland, Maine

2015-2016 - Welding & Large Scale Sculpture Installation Assistant - Falmouth, Maine

2013-2015 - Custom jewelry fabricator and laser engraver - Topsham, Maine

2011 - Internship as a metalsmithing studio assistant to Jeffrey Clancy - Portland, Maine