

Artist Resume

The purpose of an artist's or an artist's biography is to document your achievements and credentials in the art's field. The readers will be gallery directors, dealers, curators, critics, collectors, grant-awarding panels, juries and other art professionals. Your resume will demonstrate that you are qualified for a particular job or show, provide a good representation of your exhibition experience, or document your qualifications for a residency or grant.

Artist Resume, what to include:

NAME, ADDRESS, PHONE NUMBER, EMAIL, WEBSITE

STUDIO ADDRESS AND PHONE NUMBER (if appropriate)

YEAR AND PLACE OF BIRTH (optional)

EXHIBITIONS OR PRODUCTION & EXHIBITIONS (what is most appropriate)

List the most recent exhibitions first and work backwards in chronological order. Include the year, exhibition title, sponsor (gallery, museum or organization), city, state and country. You may also want to list the curator's name and indicate whether it was an invitational or juried show.

If you have had four or more one-person exhibitions, create two categories: **ONE PERSON EXHIBITIONS** and **GROUP EXHIBITIONS**. If you have had several two-person shows, the category could be **SOLO & TWO PERSON EXHIBITIONS**. If you have had less than four one-person exhibitions, use one category, "Exhibitions," to cover both group and one-person shows. Highlight the one-person exhibitions with an asterisk (*).

COMMISSIONS

List the title of commissioned work, date, site and sponsor.

COLLECTIONS

List corporate collections, institutions and well-known individuals. Do not list works owned by friends and relatives.

AWARDS AND HONORS

List your most recent award first and work backwards.

List all awards and honors including:

recognitions of merit, prizes won in competitions, artist-in-residence programs, fellowships and grants awarded.

BIBLIOGRAPHY

List all publications in which you have been mentioned or reviewed.

Book entries must include the following, in this order:

Author's name (last name, first name); Full title of the book, including subtitle if any; City of publication; Publisher's name, Publication date.

Periodical entries (reviews or articles in art magazines or newspapers) , in this order:

Author's name (last name, first name); "Full title of the article," Periodical's name: Volume or issue number; (Date): Pages occupied by article.

For example:

Critic, Jane. New Works by 1990's Conceptualists. New York City, Visual Arts Press, 2004.

Writer, Jim. "A New Way of Drawing: review of Famous Museum Exhibitions." ART news. Volume 98 Number 2 (April 2006): 123-125.

PUBLICATIONS

List any published articles or essays that you have written related to art listing, Title, Publication, Volume or issue number (date): Pages occupied by article.

EDUCATION

If you are a recent graduate, Education should be your first or second category. If you are a mid-career artist, this should be your last category. List education credits beginning with most recent degrees from institutions of higher education.

IMPORTANT TIPS TO FOLLOW:

Be thorough and remember that your resume must be scrupulously accurate. List all your accomplishments and don't worry about the length of your resume. As you acquire credentials, add them to your resume and drop the less important ones.

Emerging artists will want to include student shows in the "Exhibitions" category. List scholarships, teaching assistantships and arts internships under "Awards and Honors."

Resume must be free of grammatical, spelling and typographic errors. Exchange your resume with a friend and carefully proofread each other's. It is easier to find a mistake on your friend's resume than on your own.

Print the resume on high quality bond paper. The format should be clear with good margins and spacing. Make it easy to read.

Always put your most recent listings and your strongest categories on the first page. Many times, the reader doesn't go to subsequent pages.

There is no consensus on how long or short your resume should be. Some people like to limit it to one-page of selected achievements; others are comfortable with 2-5 pages.

Adapted from Bronx Museum of the Arts, The Artist in the Market Place Program (AIM)

