

Rhian Jane Pressley

I have a wide range of skills in the office and Gallery based sector. I have experience of exhibition organisation, administration, artist contact among many other relevant skills.

I completed a four month internship in mid March with Sutton Lane, London. The original internship was extended from three months to four as I was seen as a valuable member of the team. During this internship I was given the role of Gallery Assistant. I have gained experience in shipment documentation, press and overall organisation. My duties ranged from filing of important documentation to putting together artist press kits and books. I also assisted the Gallery directors in through the administration of travel arrangements by booking flights and accommodation for both them and their artists. My computer skills allowed me to complete these tasks quickly and efficiently. As I was representing the company it was also important to present myself in a way that would reflect well on the gallery. Phone, email and personal manner were all a key aspect in representing the company appropriately. The Gallery is very well respected both within its sector and with its clients so it was important to be diligent, detailed and accurate with any tasks that were assigned to me to make sure the reputation of the gallery was upheld.

I completed my degree in Fine Art at Bath Spa University in July 2009, during my studies I had a keen interest in both my practice and curation. I have experience in both the contemporary gallery setting and setting up exhibitions as part of the fringe festival in Bath. As part of my dissertation I explored Fine Art curation and display, I interviewed and explored many types of curation and became more interested in exhibition and display..

The experience I have gained ranges from written call outs, liaising with artists, finding exhibition spaces and fundraising to smaller tasks such as updating mail out lists and preparing walls for exhibitions. During my work experience at Mauger Modern gallery in Bath whilst I was still attending university I was given the responsibility of holding front of house where I had the opportunity to talk with clients and promote the art exhibited in the gallery. During my time at Mauger modern during a private view I was given the chance to become a committee member of the Fringe Arts Bath, part of the larger Bath Fringe Festival. This gave me the opportunity to curate my exhibition, Retail Desire in the 2009 Fringe Festival. As a committee member I helped fundraise, source artists and set up the exhibitions themselves, working together and coming up with solutions with very little funding!

As a result of my experience, talent and passion for the arts I feel I would be an asset to your company.

I hope to hear from you soon.

Best Regards,

Rhian Pressley

Rhian Jane Pressley

Contact Details

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Education and Qualifications

Sept 2005 – June 2009

BA (hons) Fine Art: Painting

Bath Spa University

2.1

Sept 2004 – June 2005

Foundation Diploma in Art and Design

Exeter College

Merit

Sep 2003-june 2004

Sep 2002-june 2003 A-levels in Maths, English
Literature and Art.

Queen Elizabeths Community College

A-C Grade

Sep 2001 – June 2002

Sep 2000 – June 2001 12 GCSEs including Maths,
double science and English

Queen Elizabeths Community College

A*-B Grade

Work Experience

April – Current Studio Assistant – RP/Encore

- Assisting Artist Reid Peppard on the day-to-day running of her taxidermy accessories company RP/Encore

Project Assistant – Art Below

- Assisting the company director on the day-to-day running of Art Below, a company endeavouring to expose commuters to art during their travel on the underground.

Nov –
March 09/10

Gallery Assistant – Sutton Lane, London

- Assisting the Gallery Directors.
- Compilation of artist portfolios.
- Experience in entering information and maintaining extensive databases including contacts and works of art.
- Cataloguing and organisation of images.
- Handling of Shipment documentation (proof of exports).
- Maintaining an appropriate phone, email and personal manner.
- Contact with Artists and Curators and press.
- Art Handling.

- May 2009 Curator of Retail Desire – Organising two exhibitions as part of the Fringe Arts Bath, Bath Fringe Festival.
- Sourced and selected artists from a call out.
 - Contacted and organised exhibitors.
 - Worked as part of the committee to organise the Fringe Arts sector of the festival as a whole.
- March 2009 Organised a group exhibition at Walcot Chapel, Bath
- Advertisement and Promotion.
 - Planning and time management.
 - Setting up and Display of exhibition.
- May 2008 Gallery Assistant in Mauger Modern Art, Bath
- Front of house where I worked with the public to inform them about the works on display.
 - Updated mail out information.
 - Researched media contacts in Amsterdam for their upcoming stand in the Affordable Art Fair.

Exhibitions

- Nov 2009 Exhibition: Bloods Art Monger. Bath
- Selected to include work in an exhibition of new graduate work.
 - Involved in personal organisation, sourcing personal imagery and writing statements.
- Sept 2009 Selected for E-creative by Art s-talker
- Selected to include my work on an interactive website that was launched at the London Design festival 2009.
 - Writing personal blurbs and selection of appropriate imagery and photography of my work.
- July 2009 Exhibition: Introspective @ Truman Brewery, London
- Exhibition of my own work.
 - Help in exhibition set up and transportation.
- June 2009 Exhibition: Bath Spa Degree Show
- Set up and installation of personal work.
 - Organisation of self promotion.

Other Employment History

- Feb 2010 - April 2010 - Bar Assistant – The Golden Heart, London
 Oct 2009 – Feb 2010 - Bar assistant – The Salmon and Ball, London

References available on request.
