



THE ENSO CIRCLE

an invitational online artists'
residency created and led by
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Artist's Professional Face- Résumé

About You: Résumé

If the **Artist Statement** is a short document about your **work-including your sources, ideas, and inspiration**-the other two professional documents, the Artist's Résumé and the Artist's Biography are all about **you!**

The Résumé is basically a list that includes your educational and professional qualifications and work experience. The Résumé is a document that is used for grant and work applications, submissions to non-profit organizations for exhibitions and to some galleries for representation. Your Résumé has a place on your website and should be updated annually. The purpose of this document is to give an overview of what you have done in your career so far and it provides insights to where you are headed.

For artists who are beginning their career or moving into art as a second or third career, the exhibition record usually shows only a few years of listings. This should not be seen as a negative rather, it announces that you are an "emerging artist." If exhibitions, awards, and grants go back decades, it only signals that you are a more mature, seasoned artist. Be assured that the Résumé is often **the last document** that is looked at in an artist's submission package. Images of your work and your artist statement always makes the first impression, so it is important to submit your best work and put the time to craft your most thoughtful explanation of your work in the artist statement.

A quick Google search under Artist's Résumé will bring up dozens of samples, templates, and information about how to create that kind of specific document. Below is a quick overview of areas to include, but if you are creating your first résumé, you might want to do some online research. Use university websites rather than business website since these two often have different goals and audiences.

Basic Headings

- **Name and Contact Information:** Find a format that you like from sample documents. You will need all of the basics including address, phone and email, and website. If you have a gallery, don't be surprised if it removes your personal contact information before distributing or including your résumé in the gallery folder. It is protocol for sales of your work to come through the gallery.
- **Education:** List your undergraduate and graduate work, whether you are an art major or not. If you studied with master teachers or had an extensive workshop in your medium, list it here. If your education is recent, list this information following the contact. If your education information is older, list it at the end of the document.
- **Exhibitions:** List the exhibitions that you have been in by **Title of the show, venue, city, and state.** Group by year with the most recent first. If you have had a solo show, use an * to indicate that. Once you have had more at least three solo shows or two person shows, set these off with their own category. Move the rest under a heading of **Group Exhibitions.** If your shows are or virtual, use the website URL. As you continue to grow and show your work, begin to eliminate group shows of lesser influence.

- **Awards/Grants/Residencies:** Include the information of the names of the granting organizations, the shows that you received awards and the Residencies you have been accepted into. Provide basic information and group by category. List the most recent first. (Omit this category if you don't have listings yet.)
- **Bibliography:** This category is for exhibition reviews or catalogues where your work is listed or discussed. Print or online media can be listed. Group by category, listing the most recent first. You can also link any online content to its source. Follow traditional style format. (Omit this category if you don't have listings yet)
- **Collections:** If your work is in a well-known public or private collection, list the collection here. (Omit this category if you don't have listings yet)
- **Other Professional Activities:** Think about all of the art related activities that might apply to you and to your studio practice. Some things to consider are: Freelancing, College Teaching Jobs, National or International Freelance Teaching, Curating, Writing, Art Organization leadership or board experience. You don't have to list everything here, especially if you have a significant amount of work in one or two areas. Summarize these activities in a couple of sentences. If you have a lot of teaching experience in workshops, online teaching, you might want to create a separate résumé that focuses on your work as an educator.
- **Specialty:** If you have public commissions, Film Festival Entries/Screenings or Performances you can add them here. (Omit this category if you don't have listings.)



Remember that the most important part of having a résumé is that it is a quick overview of your professional life. Especially for artists who are beginning a professional art career after a lifetime of work in other arenas, it might not even be necessary to have a public art résumé until you begin to be more engaged in entering work or approaching galleries. It **IS IMPORANT** to have a private résumé with a listing of all of your art-related work. A couple of years down the road, you will have forgotten the details. Make it a practice to keep one document (show card, booklet, advertising, etc.) from every show in a file. Even a hand-written document in a composition book. Having these details located somewhere for easy access is extremely helpful if and when you might need to create a résumé for applying for a grant or securing a residency. You never know when the next opportunity will come knocking on your door!