

**Laura Netz**  
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## **PROFILE**

Curator and researcher established in London since 2009. Has studied a Bachelor in History of Art and a Master in Curating Media Art. I have collaborated with various institutions such as Fonoteca Nacional de Mexico, Museum of Contemporary Art Barcelona, and International Symposium of Electronic Arts. I also developed work with the festivals, ArtFutura, MUTEK, and Alphaville. Since 2011, I am established in London, where generated a keen interest in community projects, art galleries and independent organisations which develop programs in art and technology. Currently seeking a position, where I can develop my skills in a forward looking company.

## **KEY SKILLS**

- **Administrative and secretarial skills** – dealt with queries on the phone, face to face and e-mail; responsible for incoming and outgoing post; managed and maintained databases; booked appointments on Outlook; and created and maintained hardcopy and electronic files. Extremely organised.
- **Strong IT skills** – proficient in all Microsoft Office Packages, plus Survey Monkey, Booking Bug, and Zoom, and databases (Typo3, VCconnect, STATA), as well as, using social media (i.e. Facebook, LinkedIn, and Twitter) and maintaining websites (i.e. WordPress).
- **Excellent customer service and interpersonal skills** – experience of working with all client groups including, students, vulnerable adults and volunteers.
- **Effective teamwork skills** – worked as the first point of contact in both large and small companies. Mature and able to work positively in a team as well as take initiative in working alone.
- **Numeracy skills** – scheduling and budgeting; Working with graphical information and data visualization software and CRM software (Excel and Salesforce).

## **WORK EXPERIENCE**

### **Curator**

#### **ArtFutura Festival Digital Culture – London**

**Sept 2015 – Now**

- Developed organisational business plan and an annual budget in collaboration with the board of directors.
- Served as primary point of contact for artists, press inquiries, and partnerships.
- Wrote didactic text for wall labels, brochures, website content, and grants.
- Events productions, curator, press and communications.
- Work with external marketing partners to design and implement marketing campaigns designed to build attendance.
- Curator of fine art exhibit spaces across multiple locations.
- Develop and maintain relationships with local artists.
- Communication with press and media. Press releases: writing, proofreading, sending.
- Social communications campaigns with Mailchimp

### **Curator**

#### **HOP Projects Curatorial Residency – Folkestone, England**

**Sep 2019 – Dec 2019**

- Coordinating and corresponding with artists, dealers, lenders, art institutions, and collectors.
- Updating and keeping accurate records.
- Scheduling the exhibition calendar and travel itineraries.
- Assisting with exhibition layout plans and installation.
- Helping with the writing, editing, and researching of gallery exhibition invitations, artist invite packages, catalogue publications, biographic and bibliographic material, wall labels, press releases, and exhibition fact sheets.

## **Curator**

### **MKC Split - Multimedia Art Centre - Croatia**

**Jan 2018 - August 2018**

- Collaborated with artists to develop site-specific installations and exhibitions.
- Planned exhibition-related programming and community outreach.
- Installed and de-installed artworks and assisted with event set-up.
- Managed volunteer committees and development.
- Projected and monitored all revenue and expenses for exhibitions and programs.
- Administered consignment agreements, partner contracts, invoices, receipts, and art inventory.
- General office skills: answering the phones and responding to emails; monitoring stationary and art materials; maintaining a database of contacts; files and records management.
- Marketing and updating social media to promote the studio, artwork sales & events.

## **Freelance Curator**

### **Chalton Gallery – London**

**April 2017 – April 2018**

- Contacted artists by email and hardcopy, managed incoming and outgoing emails with artists.
- Managed incoming and outgoing paperwork for exhibitions, including artist applications and artist contracts.
- Created and managed gallery events calendar.
- Researched incoming artists for the exhibition.
- Assisted with installation and removal of exhibition.
- Prepared artworks for transportation and storage
- Supporting the team in organising events/exhibitions and promoting the charity.

## **Assistant Lecturer**

### **Rose Bruford College – London**

**Sept 2012 – Feb 2013**

- Teaching Sound Performance at the Digital Arts Department.
- Curator, organizing events.
- Researcher, planning, and preparation.
- Inter-personal skills.
- Contributed to the development, planning, and implementation of graduate level curriculum.
- Maintained student records to monitor progress, achievement, areas in need of improvement, and attendance.

## **Assistant Director & Curator**

### **Hilary Crisp Gallery - London**

**April 2010 – April 2011**

- Curator, Assistant Director, Cultural Management, Art Fairs, Sales Department, Press.
- Curator, organising exhibitions, dealing with artists.
- Assistant director, agenda, booking clients.
- Organising art fairs, applications and development.
- Sales department.
- Press and communications, mailing lists, newsletters.
- Developing research for exhibition development.
- Working on the Archive assisting with scanning photos, magazines, and other paper documents.
- Assistant Director. Dealing with Director's agenda. Answering emails and transferring calls.
- Maintaining a website up to date.
- Uploading blogs/website.

## **ACADEMIC QUALIFICATIONS**

University of Arts London	MPhil	2020
Online Course	Analysing and Visualizing Data with Excel	2018
Sunderland University	Professional Development Course	2012
University of Arts London	Course in Cultural Management	2009
Ramon Llull University	MA in Cultural Management	2008
University of Barcelona	BA Art History	2006

**REFERENCES Available upon request**