

Sarah E. Walker

Indianapolis, IN

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EDUCATION

University of Cincinnati | Cincinnati, OH

College of Design, Architecture, Art, and Planning
Fine Art Co-Op Program

Bachelor of Fine Arts

Aug 2018 - May 2023

EXPERIENCE

Roan & Black | Saugatuck, MI

- Install, deinstall, and handle high end artwork of various mediums
- Manage marketing strategies, social media, and online storefront
- Provide customer service in person and through Shopify
- Refresh and update space to maintain a luxury gallery experience
- Communicate with artists, clients, and interior designers
- Record inventory in QuickBooks and update artwork storage system
- Created an extensive gallery manual for team members

Gallery Assistant

May 2024 - Aug 2024

Edustaff LLC | Grand Rapids, MI | Indianapolis, IN

- Effectively follow and deliver lesson plans
- Manage classroom behavior and maintain a calm learning environment
- Provide support to students with special needs

Substitute Teacher

Sept 2023 - Present

Kennedy Heights Arts Center | Cincinnati, OH

- Install/Deinstall and document large, unconventional gallery spaces
- Provide detailed information on Kennedy Heights Arts Center history, education opportunities, and exhibitions
- Handle art of a variety of mediums, prices, and hanging mechanisms
- Assist members of my team in capacities such as art education, gallery management, event planning, and studio maintenance
- Market exhibitions, events, and artists on social media
- Record inventory of 50+ local artists

Gallery Assistant

Jan 2023 - June 2023

Gallery Intern

Aug 2022 - Dec 2022

Aug 2021 - Dec 2021

ArtWorks | Cincinnati, OH

- Conducted site assessments and weekly meetings with lead artists
- Collaborated with team members and local artists
- Provided artists with creative briefs and feedback
- Gained vital problem-solving and adaptability skills
- Utilized softwares such as Basecamp and Microsoft Teams

Creative Projects Intern

Jan 2021 - Apr 2021

SKILLS

- Adobe Creative Suite
- Microsoft Office Suite
- Gallery Maintenance
- Gallery Documentation
- QuickBooks
- High End Art Sales
- LinkedIn Social Media Marketing Certificate