

Queens College
Art Department / Photography & Imaging
PHOTO 377
Senior Photography Thesis
Prof. Greco

Assignment #2 – Creating Your Artist Curriculum Vitae (CV)

Objective: In this assignment, you will develop a professional Artist Curriculum Vitae (CV) that highlights your artistic achievements, education, exhibitions, and relevant experience. A well-structured and comprehensive CV is crucial for presenting yourself effectively in the art world.

Instructions:

Step 1: Gather Necessary Information

- Compile all relevant information, including your personal details, education, exhibitions, awards, publications, artistic projects, professional experience, and any other notable achievements.

Step 2: Organize Your CV Structure

- Create a header with your full name and contact information (phone number, email, website, social media handles).
- Divide your CV into sections: Education, Solo Exhibitions, Group Exhibitions, Awards and Grants, Publications, Public Art Projects, Residencies, Workshops, Collections, and Professional Experience.

Step 3: Populate the Sections

- **Education:** List your degrees, the institutions where you obtained them, graduation dates, and any honors or special achievements.
- **Solo Exhibitions:** Detail solo exhibitions, including the title, venue, location, date, and any relevant information.
- **Group Exhibitions:** List group exhibitions with the title, venue, location, date, and any notable details.
- **Awards and Grants:** Enumerate any awards, grants, or scholarships you've received with dates and details.
- **Publications:** Include any publications featuring your work, including books, magazines, catalogs, or online platforms.
- **Public Art Projects:** Describe any public art projects you have been involved in, providing the title, location, date, and brief details.
- **Residencies:** List any artist residencies you've participated in, specifying the name, location, duration, and year.
- **Workshops:** Detail any workshops, classes, or talks you have conducted or participated in, including the title, venue, date, and brief description.
- **Collections:** Specify any public or private collections that hold your work.

- **Professional Experience:** Outline relevant professional experiences related to the arts, including roles, organizations, and dates.

Step 4: Format and Design

- Use a clean, professional template or font and consistent formatting throughout the CV.
- Organize information in reverse chronological order within each section (most recent experiences first).
- Ensure the document is easy to read and visually appealing.
- Aim for a CV length of 1-2 pages, excluding an artist statement or portfolio.

Step 5: Proofread and Finalize

- Carefully proofread for grammar, spelling, and accuracy.
- Double-check that all contact information is up to date and accurate.
- Save the document in a professional format (e.g., PDF) for easy sharing.

Submission: Submit your CV to me as a shared doc so I can make edits/suggestions. Once finalized submit your final version to me as a Word doc and PDF. Format file name as follows: “first initial lastname_CV_fall 2023_final.docx” for example “mgreco_CV_fall 2023_final.docx”