

As a visual artist, craft practitioner or designer you'll be asked to provide a curriculum vitae or CV on a number of occasions; for grant, residency or prize applications, exhibitions proposals or a public art proposal. An artist CV is an overview of your professional visual arts practice and whilst similar in structure to an employment resume, it should only contain content and achievements that are related to your professional artistic career.

Whilst different artists may order their CV's in ways that best communicate their achievements there are general sector standards to you can use. If you are just starting to write a CV below is a guide to help you start the process.

Personal details

Jane Doe (b. 1984 Australia)

You can include more contact information here depending on what you're using your CV for.

Education

i.e. UNSW Art and Design, Masters of Fine Art, 2014
National Art School, Bachelor of Fine Art, 2006

If you don't have a formal training you can list short courses that you have done.

i.e. Portrait Photography, ACP, 2006

Solo Exhibitions

When listing your exhibitions start with the most recent and work back.

i.e. 2012 "Title" Findspace, Melbourne.
2011 "Exhibition name" Unamed Gallery, Sydney
"Title" Gallery No. 6, Adelaide.

Group Exhibitions

i.e. 2013 "Title", Walkers Gallery, New York

Depending on how many you have you may wish to edit these down to the most significant and labelling the section, "Selected Group Exhibitions".

Awards and prizes

i.e. 2013 Finalist, National Photography Portrait Prize
Finalist, Doug Moran,

Artist residencies

i.e. 2011 Green St Residency, New York.
2009 PS5 Residency, Lodz, Poland.
2009 ARTSPACE, Sydney.

Grants

i.e. 2011 NSW Artist Grant, National Association for
the Visual Arts,
2009 Artstart Grant, Australia Council

Bibliography

In the bibliography is where you can list reviews of your work or articles where you or your work has been mentioned. When noting articles include the following details: author, title, publication, volume (when relevant) publication date and the page number.

i.e. John Douglas, "Jane Doe at Findspace", The Age,
March 15 2012 p. 15

Collections

Generally the collections subheading of your CV is a list the public institutions, municipalities or corporate companies that have purchased your work.

i.e. Albury City Council, Albury
Cameron, Smith and Bruckner Lawyers, Sydney
Faigen Trust, Melbourne.
Freeman and Bros Pty Ltd, New York

However as an early career artist you may wish to the private collections by

i.e. Private Collections, Adelaide, SA
Private Collections, Sydney, NSW

Texts

Under texts you can include your published writing that relates to your practice, other artists or professional research.

i.e "Film noir in contemporary Australian photography", Catalogue title, Walkers Gallery, New York. 2013

Teaching, employment or professional appointments

In this section you can list any teaching positions, permanent or casual, you may have had. List professional employment and appointment positions when it relates to your practice or the visual arts.

i.e 2014 Guest lecturer, National Arts School. 2014

Other points you may wish to note that are related to your visual arts career are:

Curatorial projects

Commissions

Conferences, lectures and seminars.

Tips for CVs

- Use a consistent font type and size.
- Keep the formatting clean, simple and ordered.
- Don't use bold, italics, underline and different size font all at once for the headings.
- Start with the most recent exhibitions and prizes etc and work back.
- Leave out activities that are more than 5 years old unless very relevant / impressive
- Edit back to the most impressive achievements and activities