

Ellen Elizabeth Stone
Date of Birth: 27/05/1992

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*First class honours arts graduate, with managerial experience in contemporary art galleries,
marketing and arts publishing.*

Work History

*Jan 2014
to*

ONLINE MAGAZINE EDITOR

<http://kidsofdada.com/blogs/magazine>

Present

- Commissioning articles on fashion, art and contemporary culture
- Creating the and maintaining house style
- Managing freelance writers, setting deadlines
- Editing text and image sourcing
- Writing and contributing short articles to keep content topical
- Under my editorialship we have received interest from major events and designers to cover their launches alongside mainstream publications.

*Sep 2013
to*

ONLINE AND GALLERY MANAGER

<http://kidsofdada.com>

Present

Artist Management

- Oversee selection process and maintain a roster of over 150 emerging early career artists advising on sales and career progression
- Securing commissions for gallery and site specific events – Latest Event: Securing place for two early career artists in the UK's first Billboard art exhibition.
- Brokering collaboration deals and managing talks between artists, designers and outside contractors
- Undertaking all artist liaison, studio visits and production advice

Event Project Management

- Creating and maintaining exhibition calendar and production critical paths
- Managing production budgets and sponsorship deals
- Gallery curation
- Organising talks and art showcases for private groups
- Managing a team of installers, and working between artists and site designers
- Producing design concepts and copy for catalogues and wall texts
- Managing sales and customer services

Website Management

- Managing Arts Website, working closely with site developers and designers
- Curating site content
- Managing promotions

*Jan 2012
to*

FREELANCE CONTEMPORARY ARTS WRITIER

Writing academic and non-academic texts on contemporary art, culture and issues od spectatorship.

Present

Online Portfolio: <http://www.wordpress.ellenelizabethstone.com>

- Previous Employers Include:
 - Candid Magazine
 - Litro Magazine
 - One Stop Arts
 - The Contemporary Arts Club

*Dec 2012
to
May 2013*

ART/EXIBITION CATALOGUE WRITER AND EDITOR

Writing and working on the design concept for several major arts catalogues including:

Elmgreen & Dragset / A Space Called Public / Hoffentlich Öffentlich, Munich 2013

- Produced a theoretical arts essay on Public Art as part of the exhibition catalogue for the major Munich exhibition *A Space Called Public*

Nancy Fouts Catalogue Résumé

- Interviewing the artist and reviewers, including contacting publishing outlets and my client's previous employers
- Archiving and producing a full catalogue of all works produced 1970-2013

○ Produced marketing catalogue to be used by international arts institutions

Oct 2012 **CHAIRTY ART EXHIBITION AND AUCTION ASSISTANT**

AKA Peace at Phillips de Pury & Company, London

- Assisting the set up and instillation of artworks for the charity auction
- Liaising with major donors
- Bid spotting and collecting silent auction bids
- Raising awareness about the *Peace One Day* cause

Aug 2012 **GALLERY ASSISTANT, INCHARGE OF INTERNSHIP PROGRAMME**
to *Pertwee, Anderson & Gold*
Feb 2013 *15 Bateman St, Soho, London, W1D 3AQ*

Front of House

- Assisting show curation, designing and altering the layout of pop up stores to increase sales in our off site projects
- Customer service and art sales
- Managing internship programme, rota and tasks

Gallery Administration

- Writing and editing press releases creating exhibit information cards and hand-outs
- Maintaining a social media marketing presence

Sep 2010 **FRONT OF HOUSE MANAGER BOOKSELLER SHOP ASSISTANT**
to *Hatchards Bookstore, selling new and collectable books*
Dec 2011 *187 Piccadilly, London, W1J 9LE*

- Creating and running events for visiting authors and publishers
- Running merchandising at front of store
- Front of House Management and Display Design

Other Events

July 2014 **ART ADVISOR AND LECTURER**
Giving one hour presentations for The Other Art Fair and The Office Group entitled:
How to Start an Art Collection: Investing in Art for Love and for Profit

Aug 2014 **CHILDREN'S ART TUTOR**
onwards Running 3 hour art classes for 16 children ages 8-14 on weekends

Education

Summer 2012 **Courtauld Institute Summer School**

Jan 2012 **University of Pennsylvania** *Ended study with a First*

June 2012 Studying Literature, Fine Art and Advertising

Sep 2010 **King's College London** *First Class degree with Honours*

June 2013 Studying Visual Culture and English Literature
Dissertation: "Creator, Context, Community: Negotiating Meaning in Public Art"

Computer Skills

- General website coding, management and design
- Frequent use of both Microsoft and Mac programs
- Use of Adobe Photoshop and editing suites including Indesign
- Maintaining and managing outside contractors with social media (Facebook, Twitter, Tumblr, Pinterest, Instagram)
- Use of Wordpress CMS

Interests

Alongside my work experience in contemporary art, I also create art myself as both an illustrator and collage artist with a strong social sphere of young artists, musicians and designers. I am an avid reader, the first love of my life being literature, with a particular interest in narrative non-fiction and personal essays. Outside of this I also have a passion for cinema, this has recently taken the shape of a near obsessive interest in the films of The French New Wave and the American Film Noir that inspired them.

References on Request