

# Julia Bailey

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London

Tel:

Email:

D.O.B: 27/06/1981

Nationality: British

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## Profile

I am creative, organised and motivated person, studying for a Masters in Visual Art at Camberwell College of Arts. I have recently changed to the part time option over two days to extend my study for a further year and I am therefore looking for a part time position up to three days per week. I am a fast learning, friendly and reliable team member.

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## IT Skills

MS Office – Word, Powerpoint, Excel, Outlook, Access

Photoshop (5 years CS2), InDesign (2 years CS3), Dreamweaver (4 years ver.8), Filemaker Pro (3 years ver.8)  
Illustrator, Acrobat, Flash, HTML, CSS, Final Cut, iMovie (basic knowledge)

Comfortable using PC or MAC

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## Employment

### ***February - July 2008 Various temporary roles: Receptionist, Data Entry, Indesign Layout***

Cooper Murray Accountants, W1, Halfords Media, W1, Bowmer & Kirkland Ltd, Heage, Derbyshire

Secretary with audio typing to four partners, Office Manager and Reception duties. Collation and entry of data onto Excel spreadsheets.. Re-branding company documents. Layout of project reference sheets, sourcing images, creation and collation of information for tender and pre-qualification documents using InDesign and creation of Powerpoint presentations.

### ***December 2007 – January 2008***

During this period I was preparing my portfolio and application proposal to apply for an MA course at Camberwell College of Arts in Design.

### ***June 2006 – November 2007 Communications Administrator***

Modern Art Oxford, Oxford

A key role within a small but very busy press, marketing and development team. With many responsibilities, this varied role required me to be flexible and take initiative and responsibility for projects whilst supporting the Development Manager and Head of Marketing & Development.

Key responsibilities:

- **Event Organisation** – responsible for planning and managing all exhibition private views, dinners and other events – receptions for 20-350 people, seated dinners for 50- 70, buffet suppers for 20 – 100 people.
- **Management of commercial hires** of the Gallery, supervising the events.
- **Communications administration** - I managed the extensive mailing lists, Friends membership and email subscriptions using Filemaker and Excel.
- Implementation of all marketing and press mailings.
- **Event Promotion** – such as ebuletins, website updates, in-house print material: sourcing and editing images and copy from departments across the organisation, and producing draft copy for review.
- **Maintaining the gallery website** and coordinating its development, including creating an exhibitions archive (see [www.modernartoxford.org.uk/Exhibitions/Archive](http://www.modernartoxford.org.uk/Exhibitions/Archive))
- **General office duties** – Answering the phone, filing, photocopying, hospitality.

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## **Sep 2004 – June 2006**      **Marketing Manager / Workshop Coordinator**

House of Frames, Newbury, Berkshire

This role encompassed a wide range of duties for this small art consultancy, publishing and framing company. As the MD's right hand person within the team I was regularly left in sole charge of the business for some days.

Key responsibilities:

- **Promotional activities** - Including the design and production of leaflets, brochures, exhibition signage, stationery and layouts ready for print runs using InDesign.
- **Website Content** - I designed and maintained the company website which showcased a library of artwork and required regular updates.
- **Consultancy** - I had regular meetings with artists and photographers to discuss publishing their work. As an efficient and organised person I was very comfortable building relationships with creative people and enjoyed providing help and advice. I worked extensively with Photoshop to edit and retouch photographs. As the point of contact for any customers I provided advice on technical enquiries, printing, mounting and framing of artwork.
- **Administration** - Duties included receiving all incoming emails, filing, answering the phone, ordering materials, scheduling the MD's diary and basic accounting using Sage. I also maintained a database of interior designers, galleries and trade contacts.

## **Oct 2003 – Sep 2004**      **Gallery Manager**

House of Frames, Newbury, Berkshire

In this full-time role I ran a small gallery on Newbury Market Place. This position involved:

- Planning and re-hanging the gallery space.
- Assisting customers to choose framing and printing options.
- Liaising with the workshop to ensure orders were completed and returned on time.
- Producing monthly reports on sales, stock and enquiries.
- Selecting, interviewing and training new employees.

## **Oct 2004 – Present**

Julia Bailey Ltd

In my spare time I run my personal website ([www.juliabailey.info](http://www.juliabailey.info)) which showcases my paintings and ceramic pieces. This has been developed as a business over the last five years. As an artist I have a keen interest in contemporary art and craft and regularly visit exhibitions. I produce work for ongoing contracts and to commission.

## **Qualifications**

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**2000 – 2003**      *Manchester Metropolitan University*  
BA (Hons) Three Dimensional Design      2:1

**1999 – 2000**      *Manchester Metropolitan University*  
BTEC Higher National Diploma Foundation Studies in Art and Design

**1991 – 1999**      *The Ecclesbourne School, Duffield, Derbyshire*  
A-Levels: Art (A), Computing (B), Biology (C), General Studies (C)  
GCSE's: 10, grades A\* to B

## **Interests**

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Hobbies include visiting exhibitions, talks and events, foreign films, live music and learning new languages. References available on request.