

PHOEBE INGLEBY

Flat 3, 20 Cumberland Park, W3 6SX | phoebe.ingleby@gmail.com | +44 7583637929

WORKING EXPERIENCE

CURATORIAL ASSISTANT | BREASTS EXHIBITION, PALAZZO CAVALLI-FRANCHETTI | VENICE, ITALY | SEPTEMBER 2023-PRESENT

- Supported all aspects of curation for *Breasts* collateral exhibition during Venice Biennale 2024, curated by Carolina Pasti, showcasing the works of thirty-one emerging and established international artists
- Crafted compelling and informative exhibition content that engaged diverse audiences and enhanced their understanding of the featured artworks and themes
- Orchestrated the organisation of loans and managed consignment agreements for all artworks, demonstrating strong organisational and administrative skills in coordinating with artists, lenders, galleries and museums, adhering to best practice
- Facilitated the coordination of transportation, insurance and storage for artworks internationally, managing logistical complexities and ensuring a smooth execution
- Collaborated with couriers, overseeing condition checking procedures and ensuring meticulous care of artworks and artifacts through the exhibition lifecycle
- Used excellent administrative skills to streamline exhibition coordination and registrarial work, ensuring accuracy in documentation and logistics
- Collaborated closely with the curatorial, production and graphic design teams to research and develop exhibition concepts, contributing valuable insights to enhance the overall narrative and thematic coherence of the exhibition
- Demonstrated proficiency in working within budget constraints, optimising resources and maximising value in exhibition project
- Executed comprehensive collection management, meticulously cataloguing artworks and artifacts, ensuring accurate documentation

MANAGER, AUDIENCE EXPERIENCE | THE BARBICAN CENTRE | LONDON, UNITED KINGDOM | SEPTEMBER 2022- PRESENT

- Venue Management role requiring excellent interpersonal, communication, and diplomacy skills, working across multiple venues managing front-of-house staff
- Problem solving skills, professionalism under front line pressure with a positive, flexible approach, providing the highest level of customer service to both internal and external patrons
- Administrative proficiency aiding departmental communication and the smooth operations of the Barbican's multiple venues

CURATORIAL ASSISTANT | TEXTUS: IN BETWEEN TEXT AND TEXTILE, TORRIANO MEETING HOUSE | LONDON, UNITED KINGDOM | APRIL-SEPTEMBER 2023

- Contributed to the curation and coordination of exhibition and community arts projects, applying meticulous attention to detail and a keen understanding of artistic narratives and themes
- Crafted compelling promotional and marketing materials, employing refined written communication skills to effectively articulate the value propositions of exhibitions and programs, thus enhancing audience engagement and participation
- Facilitated the loan process of artworks for exhibitions, collaborating closely with lenders and borrowers to ensure adherence to all legal and logistical requirements

EDITOR, PODCAST HOST | 'ART CAST,' MORLEY RADIO, LONDON, UNITED KINGDOM | SEPTEMBER 2021-JULY 2022

- Host of the weekly podcast 'Art Cast,' showcasing interview skills, conducting engaging interviews with artists and industry experts, responsible for end-to-end content creation, scriptwriting, and overseeing the production process

DIRECTOR OF ART AND DESIGN | THE KINGS BUNKER, KINGS COLLEGE, CAMBRIDGE, UNITED KINGDOM | 2019-2021

- Led the conceptualisation and development of event themes, ensuring alignment with charitable causes and creating visually appealing brand identities
- Implemented cohesive branding across promotional materials, event spaces, and digital platforms to enhance recognition and engagement
- Worked collaboratively with cross-functional teams, including event planners, marketing professionals, and venue staff, to execute seamless and visually striking events

GALLERY ASSISTANT | UNIT 1 GALLERY, LONDON, UNITED KINGDOM | AUGUST 2021

- Assisted gallery's four weeklong exhibition *Final, Not Over* exhibiting ten contemporary artists
- Maintaining the gallery space, ensured the security of exhibits by monitoring visitors and enforcing exhibition rules, providing day-to-day support to artists and curators, including helping with the installation of artworks, handling and cataloguing, and managing the gallery's inventory

INTERN MARKETING MANAGER | FLATSPACE ART, LONDON, UNITED KINGDOM | APRIL-AUGUST 2019

- Managed and curated engaging content across various social media platforms to effectively promote the gallery's exhibitions, events, and artistic initiatives, fostering increased audience engagement and brand visibility

INTERN | EON PRODUCTIONS | LONDON, UNITED KINGDOM | MAY-AUGUST 2018

- Collaborated with Art Directors Neal Callow and Camille Verhaeghe in the meticulous selection and editing of archival footage for *Bond World 007*, a comprehensive James Bond retrospective exhibition hosted at Piz Gloria in Schilthorn, Switzerland

INTERN | LOCKSMITH ANIMATION, LONDON, UNITED KINGDOM | OCTOBER-NOVEMBER 2017

- Assisted in various administrative tasks such as scheduling meetings, managing correspondence, and organising documents, demonstrating strong organisational skills and attention to detail in a fast-paced animation studio setting

EDUCATION

BA HONS HISTORY OF ART, GRADE 2:1, KINGS COLLEGE, UNIVERSITY OF CAMBRIDGE | OCTOBER 2018-JULY 2021

HNC FINE ART, GRADE DISTINCTION, MORLEY COLLEGE | SEPTEMBER 2021-JULY 2022

A LEVELS, GCSES, HOLLAND PARK SCHOOL | 2012-2018

- A Level: English [A*] Religious Education [A*] Art [A*] History [A]

SKILLS SET

- Interpersonal and communication skills, the ability to communicate persuasively and foster relationships with clients, colleagues, stakeholders, and media contacts with an ability to listen and adapt
- Strong writing skills, crafting compelling content including press releases, pitches, social media posts, and other promotional materials
- Aptitude managing media relations, leveraging digital platforms and social media channels to promote artists, exhibitions, performances, and cultural initiatives, engaging with audiences, and building brand awareness
- Strong research skills with extensive research experience in art history, artist backgrounds and exhibition themes
- Skilled in identifying media opportunities, understanding target audiences, staying informed about industry trends, and gathering background information on artists, artworks, or cultural topics
- Ability to think strategically
- Communication skills in diplomacy, negotiation, and problem-solving skills with professionalism in the face of challenges
- Flexibility and adaptability working under pressure in fast paced, varied environments
- Organisational and administrative proficiency with proven facility to handle multiple tasks, prioritise workloads and maintain meticulous attention to detail
- Advanced software skills, proficient with Microsoft Excel, Word, PowerPoint, Adobe Photoshop, Illustrator, and InDesign