

SILAS LONG

Chicago, IL 60639

513.502.2753

Multi-disciplinary artist, designer, and curator with over eight years of digital marketing, arts administration, curation, photography, and graphic design experience

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EXPERIENCE

Media Manager / Administrative Assistant

Solway Gallery, Cincinnati, OH

Nov 2017 – Present

- Produce engaging content for social media platforms and email campaigns
- Design advertisements, exhibition graphics, and other merchandise
- Create consistent brand messaging across website (via Squarespace) and all digital marketing channels
- Copywriting and editing of press releases, exhibition descriptions, artist biographies and statements
- Utilize proficiency in Microsoft Office Suite and Adobe programs to create and edit images, documents, presentations, and spreadsheets
- Photographic and written documentation of individual artworks and full exhibitions
- Gather information and submit applications for biennials and art fairs
- Assist with financial processes, including invoices and shipping estimates
- Offered executive administrative assistance, including drafting correspondence, preparing reports, and coordinating meetings and travel arrangements
- Domestic and international shipping and customs procedures for temporary exhibitions, repairs, and permanent collections
- Maintenance of the inventory database to record sales, loans, acquisitions, gifts, and shipment activity
- Maintenance of contact database via Mailchimp
- Exhibition related materials including wall labels, price lists, and other supplementary information for artwork as needed
- Loan, archival and sales related materials including consignments, condition reports, certificates of authenticity, sales packages, and provenance labels
- Manage schedules and itineraries for pickups and deliveries, travel, and truck rentals

Creative and Digital Content Specialist

Kavi Gupta, Chicago, IL

Feb 2024 – Dec 2024

- Created content through contemporary and art historical research for social media platforms
- Wrote copy for press releases
- Designed ads, email campaigns, digital and printed materials
- Managed digital listings on Artsy and the inventory database based in Artlogic, along with the proprietary gallery website
- Utilized proficiency in Google Office Suite and Adobe platforms to create and edit images, documents, presentations, and spreadsheets
- Assisted with client inquiries and ensured a positive client experience through prompt and professional communication
- Generated didactics and wall labels for art fairs
- Created exhibition related materials including wall labels, price lists, wall signage, artist bios, statements, and supplementary information for artwork as needed
- Corresponded with artists, galleries, dealers, collectors, lenders, donors, and galleries

Co-Curator and Photographer

Rainbow Gallery, Cincinnati, OH

Mar 2021 – Sep 2023

- Curated exhibitions with a focus on new aesthetics and BIPOC and LGBTQ+ artists, both local and out-of-state
- Art installation, handling, and transport
- Organized community events
- Wrote and edited artist statements and exhibition descriptions
- Created of promotional materials (printed and digital): flyers, emails, and social media content
- Designed and updated website
- Represented gallery at public events in the community
- Fostered relationships with in and out-of-state artists
- Photographic documentation of individual artworks and full exhibitions

EDUCATION

Bachelor of Fine Arts

University of Cincinnati, College of Design, Architecture, Art, and Planning (DAAP)

SKILLS

- Email marketing / Mailchimp
- Marketing Data Analysis
- Social Media Content Creation
- Graphic Design
- Web Design / HTML / Squarespace
- Digital Photography and Short Form Video
- Adobe Photoshop, InDesign, Illustrator, Premiere
- Microsoft Word, PowerPoint, Outlook, Excel
- Google Workspace Applications
- Meta Business Manager
- Copywriting and Copyediting
- Event Planning
- Curation
- Art Handling / Exhibition Installation
- Domestic and International Art Shipping
- Inventory and Contact Database Management

REFERENCES

Michael Solway, Director

Solway Gallery

michael@solwaygallery.com

323.573.1546

Sharyn Kilduff, Former Financial Director

Solway Gallery

sharyn@solwaygallery.com

513.200.2816

Ian Hersko, Founder and Co-Curator

Rainbow Gallery

ianhersko@gmail.com

513.300.9232

PORTFOLIO

[silaslong.com](https://www.silaslong.com)

LINKS

[solwaygallery.com](https://www.solwaygallery.com)

[kavigupta.com](https://www.kavigupta.com)

[rainbowcincinnati.com](https://www.rainbowcincinnati.com)