

Elements of An Artist's Work

Clarifying Values

Development of Goals / Aspirations

Identifying Key Contacts

Collaborators, Curators and Organisations

Meeting New People

Developing Strategies

for Networks and Exhibitions

Identifying Trends and
opportunities

Financial Planning

Time Management

Budget Management

Managing Interns / Placements

Working with Universities

Insurance and Legal documents

Learning New Software

Learning New Skills

Developing Speaking & Presentation Skills

Mentoring and being Mentored

Opportunity Research

Opportunity Selection

Idea Generation

Producing Renders, Drawings,
Maquettes, Tests and Versions

Application Design

(pdf layout)

Application Writing

Application Submission via Email or via online Forms

Funding Applications

Marketing

Social Media

Email Outs

Documentation

Working with Photographers

Website

Updating

Generating Marketing Content

Images, Videos, Text

Interview Preparation

Idea Adjustment

(Budget or safety)

Material Quotes and Sourcing

Contracts

Site Visits

Liaising with Key People (Tech / Curatorial / Fabrication)

Sales

Artwork

Merch

Multiples

Postage & Packaging

Studio Visits

Exhibition Install

Artwork Production

Fabrication (In house or external)

Testing

Risk Assessments

Condition Reports

Private Views

Press Releases

Press Commitments

Talks

Workshops

Exhibition De-Installation

Packing Artwork

Moving / Lifting Artwork from studio to transport

Studio Management

Storage

Archiving

Replacing/Updating Tools and Materials

Childcare

Project Evaluation

Funding Reports

Tax Returns

Problem solving (After exhibition opens)

Text by:
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