

Ellen Elizabeth Stone

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First class honours Arts graduate, with managerial experience in art galleries, events and sales.

Most recently I have taken on the role of Publications Coordinator for White Cube, in which I have taken over their visual merchandising and publications events to increase their sales and manage their customer and trade retail. Integral to my position here has been my management of their Bermondsey bookshop where I have curated their publications displays and purchasing to coincide with their high-profile exhibitions. Alongside this I have organized a Taschen book launch for the artist Darren Almond in our gallery space and created systems for better trade sales through their publications arm.

This has been an extension with my experience in top level bookshops and work in contemporary galleries around Central London. I also have exhibition and event experience working with young London based artists and major UK galleries such as The ICA – with whom I worked on a high-profile charity arts event profiling YBAs, such as Damien Hirst, held at ICA London and Phillips de Pury..

GALLERY AND PUBLICATION SALES EXPERIENCE

PUBLICATIONS COORDINATOR

White Cube

October 2014 - Present

- Acting as consumer consultant to the Publication Department during book production
- Managing store budgets and building stock to complement each arts exhibition and event
- Visual merchandising and maintaining a matching curatorial style to current exhibitions
- Creating and running high-profile events
- Managing consumer statistics and conversion rates
- Building Trade contacts for White Cube Publications

ONLINE GALLERY AND EVENT MANAGER

Kids of Dada

September 2013 – September 2014

Event Project Management

- Creating and maintaining exhibition calendar and production critical paths
- Managing production budgets and sponsorship deals – including personally securing drinks sponsorship for our launch events
- 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 – securing 90% of all physical sales for Kids of Dada

Website and Artist Management

- Undertaking all artist liaison, studio visits and production advice allowing me to oversee our artist selection process and maintain a roster of over 100 emerging early career artists advising on sales and career progression
- Securing commissions for gallery and site specific events
- Brokering collaboration deals and managing talks between artists, designers and outside contractors
- Managing all online promotions, site development and increasing SEO performance to increase our site views by 120%

CHAIRTY ART AND AUCTION ASSISTANT

AKA Peace at Phillips de Pury & Company

October 2012

- Assisting the set up and instillation of artworks for the charity auction
- Liaising with major donors to secure significant donations to the cause

GALLERY ASSISTANT

Pertwee, Anderson & Gold

August 2012 – February 2013

Front of House

- Assisting show curation including designing and altering the layout of pop up stores to increase sales performance in our off site projects by 40%
- Customer service and art sales to first time and repeat collectors
- Liaising with the internship programme organising the rota and tasks

Gallery Administration

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

BOOKSELLER SHOP ASSISTANT

Hatchards Bookstore

September 2010 – December 2011

- Running merchandising at front of store for the UK's premier bookstore – managing and curating displays including producing table displays that secured sales of £20,000+ over 3 months

BOOKSELLER SHOP ASSISTANT

Barter Books

September 2008 – July 2010

- Selling high-price books at the largest second hand bookstore in the North of England
 - Personal assistance in research and acquiring rare/antiquarian books for collections
 - Creating sales and a roster of repeat collectors
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ARTS WRITER AND EDITOR

ONLINE MAGAZINE EDITOR

Kids of Dada

December 2013- September 2014

- 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 editorial direction we received interest from major events and designers to cover their launches alongside mainstream publications, for art exclusive and article readership increased 200%

FREELANCE CONTEMPORARY ARTS WRITER

Writing academic and non-academic texts on contemporary art and culture, covering major exhibitions including Frieze London. Focusing on issues in contemporary art and overviews of pressing issues within the arts world.

Online Portfolio:

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

Previous employers include:

- Candid Magazine
- DFYnorms.com
- Litro Magazine
- One Stop Arts
- The Contemporary Arts Club

ART/EXHIBITION CATALOGUE WRITER AND EDITOR

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

Elmgreen & Dragset / A Space Called Public / Hoffentlich Öfffentlich, 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, 2013

- 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 current marketing catalogue used by international arts institutions when referring to Fouts' work

INTERESTS

Alongside my work experience in contemporary art, I also create art myself as both an illustrator and collage artist within a close social sphere of young artists, musicians and designers. I am also an avid reader, with a particular interest in narrative non-fiction and personal essays and a passion for the works of David Foster Wallace.

REFERENCES ON REQUEST

OTHER EVENTS EXPERIENCE

CORPORATE EVENTS LECTURER

Writing and delivering one hour presentations to groups of between 15 and 40 clients alongside The Other Art Fair and The Office Group titled:

How to Start an Art Collection: Investing in Art for Love and for Profit

STUDIO MANAGER FOR NATHAN JAMES ART

Creating sales and corporate links for contemporary urban artist Nathan James, alongside opening up marketing opportunities and writing press releases.

EDUCATION

Courtauld Institute Summer School - 2012

University of Pennsylvania – 2011-2012

Ended study with a First studying Literature, Fine Art and Advertising

Significant Work:

- *Reflections on John Berger's "Ways of Seeing"*
- *The Dressing Room Revealed: Renaissance Anxiety over Female Privacy*

King's College London – 2010-2013

First Class degree with Honours in English Literature and Visual Culture

Dissertation:

- *Creator, Context, Community: Negotiating Meaning in Public Art*
- Significant Work:
 - *We all Fear the Lizard Queen: Affect in Charles Burns' "Black Hole"*
 - *Subjective Reality, Personal Fantasy and Objective Truth: 'Drawing Nearer the Mystery of Life' through British Modernism*

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 and Shopify CMS