

ALICE TARPLEE

FREELANCE CURATOR AND ARTS WRITER



CONTACT

- 07736 345306
- alice.tarplee@outlook.com
- www.alicetarpleearts.com
- alice.tarplee.arts

SKILLS

- Creative and analytical thinker with a passion for problem-solving
- Proactive and independent worker
- Strong organisational and communication skills
- Eye for detail and a relentless focus on high quality results

EDUCATION

MA Social History of Art Distinction University of Leeds

2020-2021

BA Liberal Arts (History of Art, Classics, History) 2:1 Durham University

2017-2020

A Level Maths (A), Classical Civilisation (A), History (A)
Hurstpierpoint College
2015-2017

COURSES

Microsoft Excel 2019
Beginners course, Alison
Courses

Social Media Marketing
Strategy: TikTok and
Instagram Reels, LinkedIn

PROFILE

I am an analytical, ambitious, and self-motivated arts graduate who thrives under pressure, with the ability to manage and prioritise workloads. I am results-driven with extremely high standards. I have experience working in gallery settings, as well as public-facing roles, and developing professional interpersonal relationships. I have strong communication skills, both written and spoken, and I completed a Masters in History of Art during time which I developed my ambition to share the arts as widely as possible in the public realm.

WORK EXPERIENCE

Assistant Manager

One 40 Café

August 2023 – present

- Leading shifts, training and motivating the team and assisting with problems
- Acting as a bridge between the team and the manager
- Ensuring the highest quality of service, product, and cleanliness from the whole team

Freelance Gallery Assistant,

Moncrieff-Bray Gallery

March – July 2023

- Helping to build a new website on Wordpress and maintain the database
- Writing subscription emails and copy for the website
- Assisting with installation and maintaining the exhibition space
- Creating and scheduling social media content on Later
- Invigilating the gallery space and facilitating sales

Temporary Exhibition Curator

Cranleigh Arts Centre:

October 2022 – February 2023

- Curating an exhibition from scratch, developing the theme, researching and liaising with artists, selecting works, writing and distributing a submission form, writing wall labels
- Creating local interest by organising a Private View, designing and putting up posters, and creating a social media campaign
- Installing the exhibition with a keen eye for detail to ensure maximum aesthetic effect

Sales Executive

Woolwich Contemporary Print Fair

November 2022

- Making and facilitating sales on Square and through the Own Art scheme, engaging with viewers, and connecting with the artists on display
- Unpacking works for installation and repacking those to be collected by buyers after the fair
- Curating the layout of works in two booths and assisting the technician while hanging

Volunteer

Stanley and Audrey Burton Gallery

August 2022

- Performing Spectrum Collections Management procedures during an exhibition changeover, including condition checking and completing entry and exit forms
- Object handling, assisting with de- and reinstall of installation pieces, hanging framed works
- Developing relationships with the artists to best understand and convey their vision

Volunteer

Leeds University Special Collections

April – August 2022

- Organising and cataloguing VHS tapes from the Women's Aid Federation of England archive
- Assessing research potential, creating a spreadsheet containing expository information, and determining potential for digitisation
- Writing a post for the University Libraries blog outlining the importance of this work