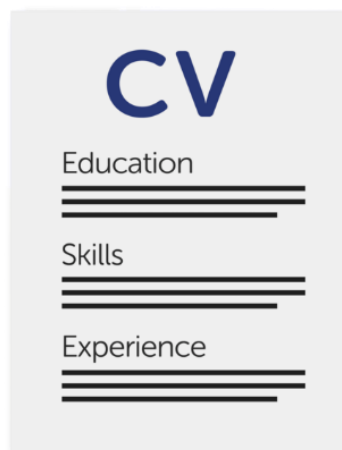




How to write an artist CV



Published: February 2025

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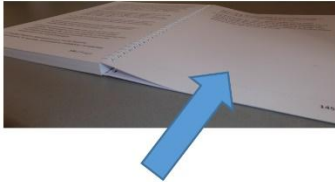


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About this document



This Easy Read is about how to write an **artist CV**.



You can find information about what an **artist CV** is on **pages 6 to 12**.



This information has been written by Taha Hotu.

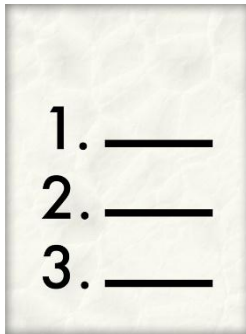
Taha Hotu is:



- led by disabled people
- part of Arts Access Aotearoa.



Taha Hotu works to support Deaf and disabled artists.



This Easy Read uses **examples** to show how to **format** some information.

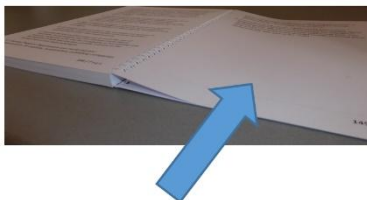


The **examples** are in a yellow box like this.

The examples are not in Easy Read.



Format means how you set something out.



Formatting your CV is explained on **page 13**.



This Easy Read uses the word crip.



Some disabled people do not like the word crip because it used to have a bad meaning.



In this Easy Read the word crip is used to explain doing something in a good way for yourself.



This Easy read uses **quotes**.

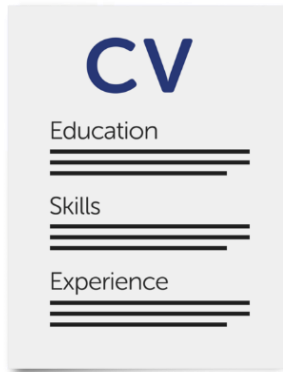
A **quote** is an exact copy in writing of what someone said.



The quotes are in blue boxes like this.

The quotes are not in Easy Read.

What is an artist CV?



CV is:

- the short way of saying curriculum vitae
- also known as a resume.



A CV includes information like:

- jobs you have done
- your education like school
- things that you are good at doing
- your achievements.





An artist CV is a way to show:

- how you do your art
- your art experience
- success you have had with your art.



An artist CV should include information about the work you do to make art.



An artist CV does not need to include information about other types of work that are not to do with your art.



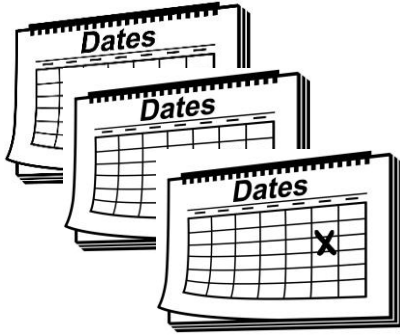
You use an artist CV when applying for:

- funding / money to do your art
- **residencies**
- **fellowships**
- **commissions.**



An arts **residency** is where an artist is given what they need to do their work including:

- time
- money
- a place like a studio.



An arts **fellowship** is like an arts residency.

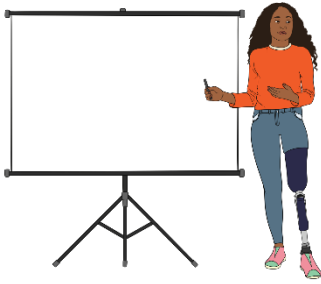
An arts fellowship gives an artist a lot more:

- time
- money.



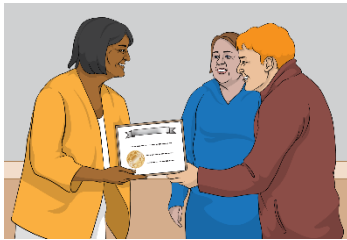
An arts **commission** is when someone gives an artist money to make a piece of art for a:

- reason like to remember something that happened
- place like a gallery.



You also use an artist CV when you:

- make a **proposal**
- make a **pitch**
- are chosen for an award.



An arts **proposal** is something an artist writes when they ask for money to do their work.



An arts **pitch** is when an artist talks about their art to get other people interested in it.

The artist could be asking:

- for a theatre to put on their show
- other people to take part in the work.





People who want to know about your art might want to look you up on the internet.



It can be useful to have a:



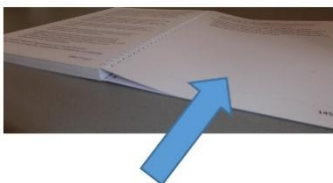
- website about you
- social media account like Instagram
- Taha Hotu **artist profile**.



An **artist profile** is a website with information about your artwork.



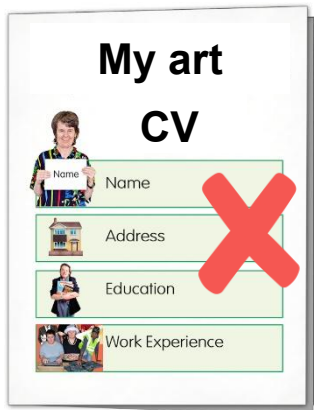
Taha Hotu can support you to make an artist profile.



Information on how to contact Taha Hotu is on **page 41**.



You might want to put your artist CV on the internet for people to read like on your website.



If you put your artist CV on the internet you might want to leave out some information about yourself like your address.



This is so you can keep some information **private**.

Private means something you do not share with other people.

Formatting your CV



Here **formatting** means how you make a document look.



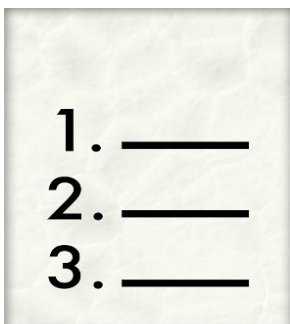
Your artist CV will be good if it:

- has the correct information about you
- is easy to understand.



It is best to:

- keep your formatting the same all through your artist CV
- put the newest information first.



If you have a lot of information use the things that are most important.

What to put in your artist CV



This section has information about:

- how to write your artist CV
- what to put in your artist CV.



You might want someone to support you to write your artist CV.

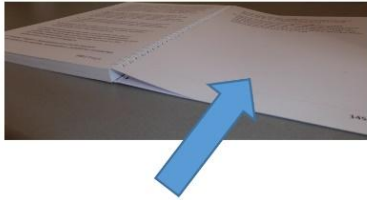
You could ask:

- a friend
- a family member
- another artist.





Taha Hotu can also support you to write your artist CV.



Information on how to contact Taha Hotu is on **page 41**.

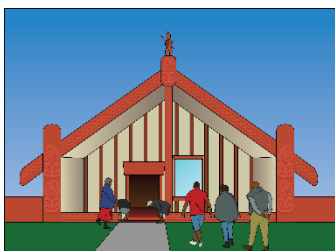


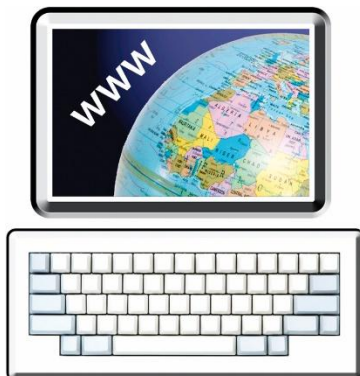
You can choose what information you want to include in your artist CV.



You can include information like:

- your name
- the iwi / tribe you belong to if you are Māori
- the **pronouns** you use
- the year you were born.





Pronouns are words we use instead of names like:

- she / her
- he / him
- they / them.

You can read the Easy Read **An Introduction to Pronouns** at this **website**:

**[www.peoplefirst.org.nz/
easy-read-library/
resource/introduction-to-pronouns](http://www.peoplefirst.org.nz/easy-read-library/resource/introduction-to-pronouns)**

You can also include information in your artist CV like:

- the town or city where you live
- details about your **agent**.



Here an **agent** is someone you pay to:

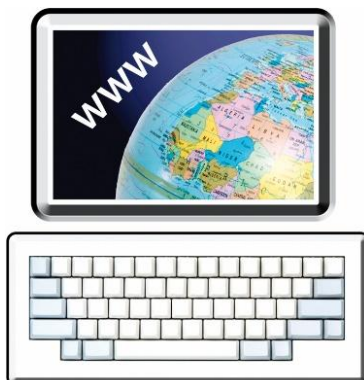
- sell your art for you
- find work where you can do your art.



You can also include in your artist CV information like:

- a **biography / bio**
- links to your:
 - website
 - social media account like Instagram
 - Taha Hotu artist profile.





A **biography / bio** is information you would like to share about yourself.

This information can be things like:

- why you do your art
- what your art is about.

You can find more information in the Easy Read **How to write an artist bio**:

<https://tinyurl.com/artist-bio>



Arts education history

This section of your artist CV is where you can put how you learned to do your art.

You can put information about any study you have done like:



- university
- polytechnic
- wānanga.



You do not need a formal education / to go to school to be an artist.



You can use this section to put information about how you taught yourself to do your art like:

- learning things on the internet
- books you have read
- classes you have taken.



You can use this section to put information about any art groups you have been a part of.



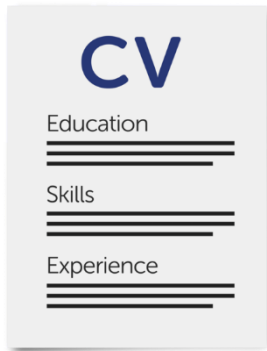
The way to format the information is to put the:

- name of the course
- place or how you did the study

then

- year you finished the study.





An example will look like this:

Bachelor of Media Arts (hons),
Waikato Institute of Technology,
2010.



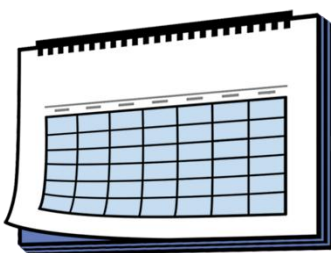
Professional experience

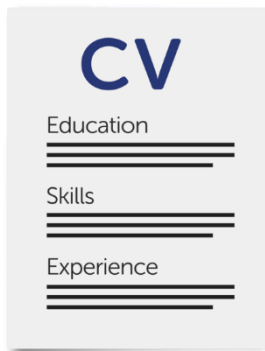
In this section you can put information about work you may have done for another artist.



The way to format the information is to put the:

- job title
 - name of the artist you worked for
- then
- dates you did the job.





An example will look like this:

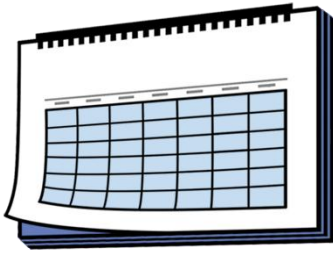
Technician for Susan Jones,
2006 – 2010.

Awards, grants and residencies

In this section you can put
information about art:

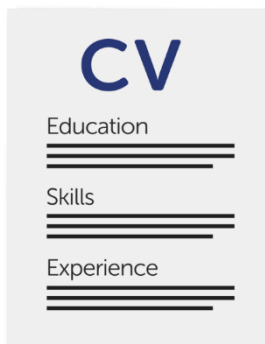
- awards you have been given
- grants / money you have been given
- residencies you have done.





The way to format the information is to put the:

- year it happened
 - name of the:
 - award
 - grant
 - residency
 - name of the organisation
- then
- place it happened if that information is needed.



An example will look like this:

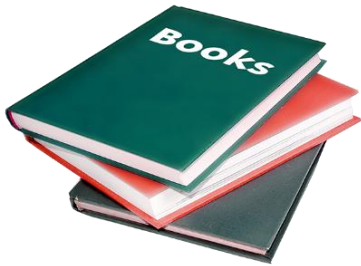
2007, School of Media Arts Special Award, Resene Award for Excellence in Painting and Sculpture.



Exhibitions, productions and published work

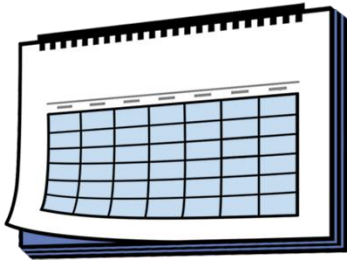
In this section you can put information about:

- exhibitions / displays
- productions / shows
- books you have had published.



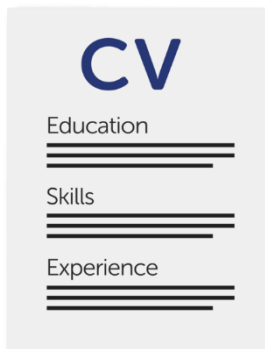
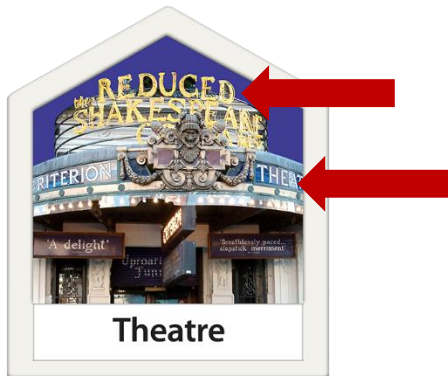
You can also include things that are yet to happen.

You must say that this work is still to come.



The way to format the information is to put the:

- year it happened
- name
- then
- place or organisation.



An example will look like this:

2023, The Reduced Shakespeare,
Criterion Theatre.

Curation and production



In this section you can put information about:

- a group exhibition you **curated**
- a show you **produced** for another artist.



Curated means putting together an exhibition / display for other people.

This includes choosing the:

- artists
- artworks.



Here **produced** means making a show happen for an artist.

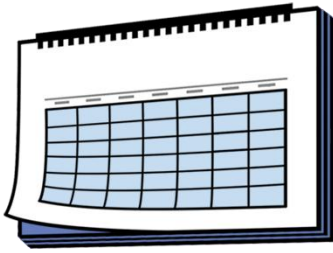
This includes things like:

- getting money for the show
- choosing where it happens
- making sure the artist has what they need to make their art
- advertising.



Make sure to include the names of other people if they took part in the:

- curating
- producing.

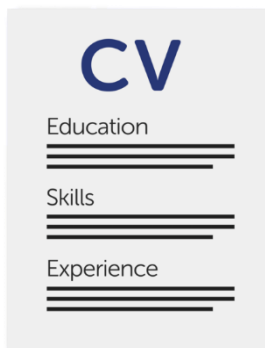
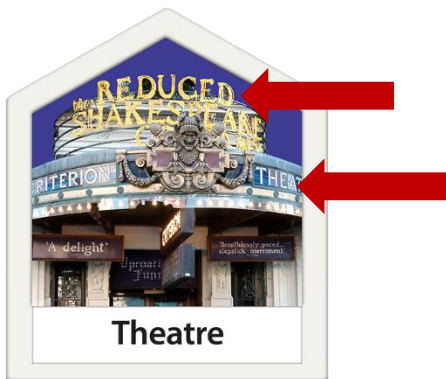


The way to format the information is to put the:

- year
- name of the show

then

- gallery or place the show happened.



An example will look like this:

2021 – 2022, Artists at the Isolation Hotel, Canterbury Museum.

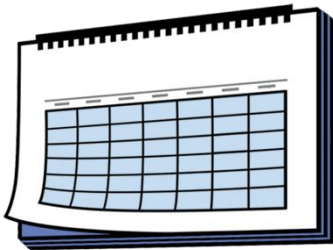


Published writing

In this section you can put information about any writing you have had published like:



- articles
- essays
- news stories.



The way to format the information is to put the:

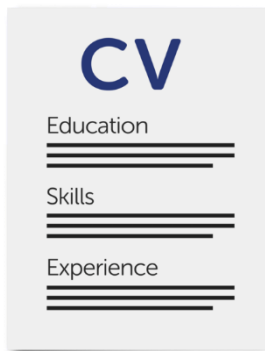
- year
- name of the work
- where it was published



then



- link to the work if you can.



An example will look like this:

2020, How I Do My Art, The Spinoff.

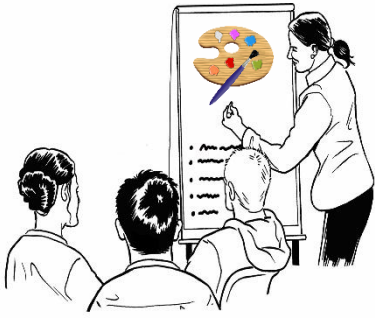
Teaching panels and guest lectures

In this section you can put information about if you:

- have taught art classes
- been part of panels / talks
- led workshops
- given **lectures** at a school
- given **guest lectures**.

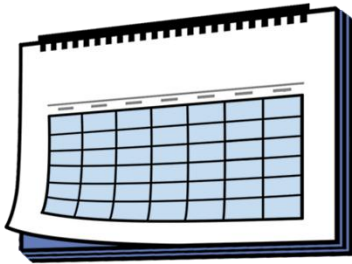


To give a **lecture** means to teach a big group about something you know.



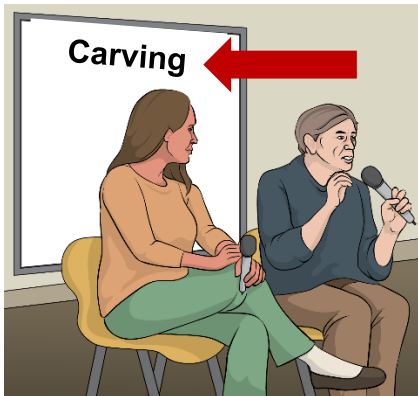
A **guest lecture** is when you are asked to teach a group once for a special:

- reason
- occasion.



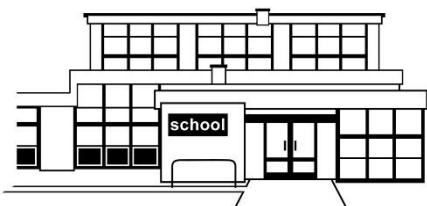
The way to format the information is to put the:

- year
- name of the:

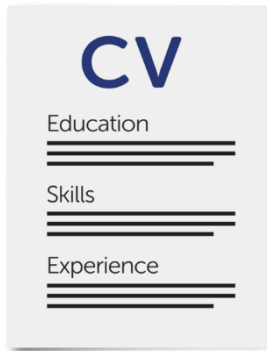


- course
- panel
- school

then



- place it happened.



An example will look like this:

2016, History of Māori Carving,
Southern Institute of Technology,
Invercargill.



Media and reviews

Media means things like:

- the news:
 - in newspapers
 - on the internet
- radio
- television
- magazines.





In this section you can put information written about your work like:

- news articles
- **reviews.**



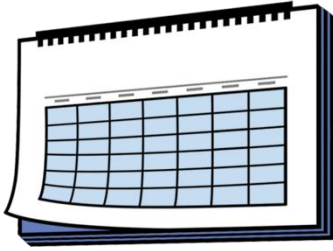
Here a **review** is someone saying what they think of your artwork.

A review can be:



- written
- on television
- video like on the internet
- audio like on
 - the radio
 - a podcast.





The way to format the information is to put the:

- year
- name of the:
 - article
 - review
- name of the person who wrote the:



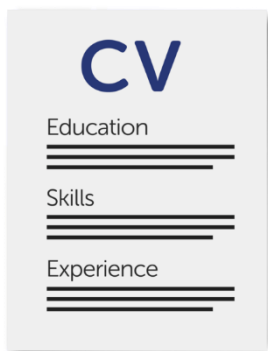
- article
- review
- name of where it was published like a:
 - newspaper
 - website.



You can put in a link to the article or review if:



- it is on the internet
- and
- you are putting your artist CV on the internet.



An example will look like this:

2022, Review of A Book of My Short Stories, Jane Smith, The Listener.

Crip hack



A **crip hack** is something a disabled person can do to make a part of their life easier.



Neil Wallace:

- is an artist
- is a design lecturer / teacher
- works as an Arts in Corrections Advisor
- works for Arts Access Aotearoa.



Neil Wallace has suggestions on how to make your artist CV interesting for other people.



Neil Wallace says:

When applying for creative roles, your resume or CV should show your **authentic** and **unique** style while also **complementing** the company's visual style where possible.



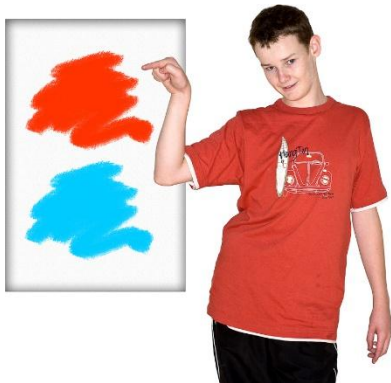
Authentic means being:

- real
- truthful.



Here **unique** means something only 1 person can:

- do
- be.



Here **complementing** means making something match in an interesting way like with a:

- colour
- pattern.



Neil Wallace says:

Most creative employers value fresh ideas so don't be afraid to bring new **perspectives**.



Perspective means a way of:

- thinking about things
- doing things.

Neil Wallace says:



Creative employers tell me that applicants often submit a plain black and white resume or CV to present themselves as professional.

Instead, creative employers want to see your design skills from the **outset**.



Outset means from the start.

Neil Wallace says:



Creative employers want your work for them to be **memorable** so if your resume or CV isn't it will go against you.



Memorable means making something that:

- is interesting
- can be remembered.

More information



You can find more information on the Taha Hotu website at:

<https://tahahotu.org.nz>



You can also get in touch with us by:

- phone on:

04 802 4349

- email at:

tahahotu@artsaccess.org.nz





This information has been written by Taha Hotu.

Make it Easy
Kia Māmā Mai



It has been translated into Easy Read by the Make it Easy Kia Māmā Mai service of People First New Zealand Ngā Tāngata Tuatahi.

People First NZ
Ngā Tāngata Tuatahi



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