

RACHAEL DUKE

113 Yaupon Trail San Antonio, TX 78256 | 253-579-4741 | rachael.duke.art@gmail.com

SUMMARY OF QUALIFICATIONS

- Ability to plan, execute, and oversee projects related to art conservation, public art maintenance, collections management.
- Experience in cataloging, documenting, conserving, and inventorying artworks using collections management systems.
- Strong verbal and written communication skills to interact with colleagues, artists, donors, and the public.

EDUCATION

The University of Texas at San Antonio Expected Graduation: May 2023
Bachelor of Fine Arts UTSA
UTSA GPA: 4.0
Dean's List 2019-Present

RELEVANT EXPERIENCE

Art Collection Clerk – UTSA Art Collection August 2023 - Present

- Inventory, preserve, exhibit, and maintain the UTSA art collection
- Use Collector Systems to accurately maintain inventory and track condition of artwork

Intern – Visit San Antonio - San Antonio, TX June 2023 – August 2023

- Catalog and inventory amenities
- Communications liaison with partners and clients

Intern then Assistant Studio Manager at Dock Space Gallery – San Antonio, TX Jan 2023 – Present

- Create marketing, media releases, and presentations
- Manage email marketing including database of contacts and social media marketing
- Install and uninstall artwork in contemporary gallery
- Curate exhibitions

Supplemental Instruction Senior Leader – UTSA - San Antonio, TX May 2022 – June 2023

- Developed, improved, and facilitated training curriculum
- Supervised Supplemental Instruction Leaders
- Conducted observations, provided feedback, led meetings, developed and facilitated trainings, tracked progress

Supplemental Instruction Leader – UTSA - San Antonio, TX Aug 2021 – May 2022

- Created lesson plans weekly on the topic of Art History
- Advertised session times and topics, and communicated with students regularly
- Conducted study sessions for about 100 students, 3 times weekly

Activities Coordinator – Conviva - San Antonio, TX July 2020 – Jan 2021

- Planned events and activities for senior patients and community members at a medical clinic
- Communicated regularly with community members and staff
- Upheld medical standards as a first line of defense in a COVID safe environment

Art Teacher – Cedar River Montessori School – Renton, WA 2017 – 2018

- Taught art to students ages 3-13 in a private Montessori School
- Planned art lessons fitting for the age, season, and focus of the classes