MINNEAPOLIS
COLLEGE of ART and DESIGN

NON-MAJOR AFFILIATED SKILLS IN GALLERY SERVICES/ARTS ADMINISTRATION

This document highlights skills and tools that students who have declared any major may develop proficiency in throughout their studies, as they could be applicable to any exhibiting artist regardless of specialization. This list serves only as an overview of skills and tools relevant to this field, and it may not reflect all applicable skills and abilities developed by each individual by the time of graduation.

SKILLS:

- Accessioning/Deaccessioning
- Art Handling/Storage
- Art Requisitions/Loans
- Artist Coordination/Communication
- Artwork Packing/Shipping/Transportation
- Audiovisual Setup/Maintenance
- Budgeting
- Canvas Stretching
- Carpentry
- Cataloging/Processing
- Collection Management
- Collection Photography
- Condition Reports
- Contract Preparation
- Crating
- Curation
- Customer Service/Visitor Experiences
- Data Collection
- Database Management/Organization
- Didactic Development
- Documentation
- Electrical Wiring
- Environmental Monitoring/Reporting
- Equipment Maintenance/Management
- Event Planning/Facilitation
- Exhibition Installation/Deinstallation
- Exhibition Planning/Coordination
- Fabrication (Plastic/Metal/Wood/Plaster)
- Frame Design/Construction
- Framing/Mounting
- Gallery Maintenance/Repair
- Gallery/Exhibition Operations
- Insurance Arrangements
- Inventorying
- Label Creation/Mounting
- Laser Cutting
- Lathe/Mill Machining
- Lighting Design/Installation
- Logistics
- Metalworking (Cutting/Forming/Welding)
- Presentation/Design Drawings
- Print Production/Prepress
- Programming Development/Facilitation
- Project Management
- Recordkeeping
- Scaffolding Assembly/Teardown
- Scheduling
- Sealing/Finishing
- Shipment Loading/Unloading
- Shop Drawings
- Site/Space Planning
- Supply Orders/Inventories
- Vendor/Contractor Communications
- Wall Painting/Patching/Repair
- Warehouse Organization
- Woodworking (Joinery/Forming/Turning)

DIGITAL TOOLS:

- Google Suite
- Illustrator
- InDesign
- MS Office Suite
- Photoshop
- The Museum System (TMS)

EQUIPMENT:

- CNC Router Systems
- Hand Tools
- Lathes/Mills
- MIG/TIG Welders
- Power Tools

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CAD

CAREER DEVELOPMENT RESOURCES:

Opportunities for internships, full-time and part-time employment, and work studies are posted on Handshake. All current students and alumni have access to view and apply for these opportunities. New opportunities are posted frequently. Handshake also offers links to internship and employment resources, career development resources, and the option to submit your resume for critique and review. Students and/or alumni are welcome to contact Career Development for one-on-one employment assistance.

- Career and degree/major exploration
- Career development: resumes, cover letters, interviewing skills, professionalism, networking, and informational and mock interviews
- Internship preparation, application, and registration
- Job and internship search strategies
- Job and internship listings and networking contacts
- Employer connections and mentorship

Becky Bates
Director of Career Development
bbates268@mcad.edu
612.874.3721

Sam Wencl
Senior Advisor
swencl@mcad.edu
612.874.3840

Tauby Mintz
Coordinator
tmintz@mcad.edu
612.874.3721