

The Artsource website provides artist members with a fantastic opportunity to present an artist profile. Your profile includes information about your practice, your career, your skills, your achievements, projects and importantly, images or videos of your art work.

The following information provides you with helpful tips and technical information when preparing your artist profile on the website.

Your artist CV should be kept up to date. Your artist CV will not be available for the public to see. It is used by Artsource staff to determine member's suitability for employment opportunities and requests made to Artsource by external clients.

Your Artist Biography, Artist Statement and images will be available for the public to view. You will be able to update this information regularly by logging in to your member account.

## General tips for writing your CV, Artist Statement and Biography

The following are some basic "good writing tips" that you should consider when writing your CV, Artist Statement and Biography.

### Sentence Structure

Always try to use short sentences. If you find that your sentences are running over more than two lines, they are probably too long. Re-write what you are trying to say using a few shorter sentences rather than one long one.

Another tip is to vary the way you start your sentences. Try not to use the same word at the beginning of every sentence. This will make your writing more interesting to read.

Each sentence should contain only one thought, idea or item of information. If you keep your sentences short – this should not be a problem!

### Spelling

Spelling mistakes distract the reader and make your writing look unprofessional. If you use an auto spell check, re-read your writing to make sure you have not made auto-spelling changes that you did not intend.

### Paragraphs

You can use paragraphs to separate the different ideas you want to get across. For example, if you are writing an artist statement you could include:

- a paragraph describing your art processes; followed by
- a paragraph explaining what themes you use in your work; concluding with
- a paragraph about what directions you plan to take in the future.

Paragraphs help to break up your writing and make it easier to read.

### Editing and Proof Reading

ALWAYS read back through your writing. Try to read it out loud to yourself. This will help you work out if what you are saying makes sense. You should also check for spelling and grammar mistakes. If possible, get someone else to proof read your writing – a fresh set of eyes can make all the difference.

## Writing Your Artist CV (Essential for MAX members)

A professional CV is a summary of your work and professional experience. It is best if your CV runs to no more than 2-3 A4 pages. Your CV will not be available to the public on the Artsource website. It is used by Artsource for internal purposes to assist with employment and other opportunities.

When writing your CV, only include items that are relevant. For example, if you have won major awards for your art practice, there is no need to also include that you won a high school woodworking award. Be selective so that your CV is relevant and concise.

You should use headings in your CV to separate the various elements that you have included. For example your CV could include:

- **Education:** include relevant qualifications and/or details of study.
- **Employment:** detail relevant employers and employment roles, responsibilities and achievements.
- **Exhibitions:** list solo and group exhibitions, include dates and gallery/exhibition venue details.
- **Commissions:** such as public art or Percent for Art projects.
- **Collaborative Projects:** include experiences such as projects involving the community and/or facilitating workshops with groups.
- **Awards and Grants:** detail any major awards and grants you have received.
- **Publications:** list any publications/writing about your work or by you. Include the writer, title, journal or paper and date.
- **Collections:** list any collections your work is held in.
- **Residencies:** list any residencies undertaken.

It is a good idea to review your CV regularly and update the information it contains. When you update your CV, consider if there is information that is no longer relevant and can be removed.

### Technical Requirements

Your CV can be uploaded to Artsource website either in PDF or Word format.

## Your Images or Videos (Essential for MAX members)

You can update your images on your web profile at any time. You should choose recent, high quality images of your work that best represent your visual art practice, skills and expertise. MAX members **must** provide a minimum of 6 and a maximum of 9 images. We encourage you to regularly review and update your images in order to maximise your exposure to the viewing audience. Artsource strongly encourages PLUS members to provide images. If you do not provide images, your artist profile page will not be visible on the Artsource Website.

We recommend you choose a combination of nine images or videos that show a cross-section of your art practice. If you have difficulty choosing your images, you can contact us for help to choose the most appropriate ones.

### Technical Requirements

Images can be uploaded in JPEG format to a limit of 2MB in size. Video may be uploaded as links to Vimeo or YouTube.

## Australian Business Number (Essential for MAX members)

Your Australian Business Number (ABN) is a unique 11-digit identifier obtained by application to the Australian Taxation Office.

You must supply an ABN for MAX membership as this membership category and the accompanying insurance package is designed specifically for business undertaken by professional visual arts practitioners.

## Writing Your Artist Statement

Your Artist Statement should describe your artistic practice, interests and material expertise. An Artist Statement provides introduction to your work.

You can include any information that you think helps to explain your work to the viewer. Some useful questions to consider when writing your Artist Statement are:

- What medium, scale or art processes do you use?
- Is there a central theme or personal inquiry that you focus on to produce your work?
- How do you contextualise your work or the processes you use in an art or historical context?
- What directions do you plan to take in the future?

Your Artist Statement can be up to 360 characters in length. You do not have to provide an Artist Statement. If you choose not to provide an Artist Statement this field will not be visible on your profile page.

## Writing Your Biography

Your Biography should summarise your professional visual art practice, education, skills and achievements. A Biography is a snapshot of what is included in your CV.

When writing your Biography, focus on the most relevant aspects of your visual arts practice, skills, education and achievements. This will best highlight your career achievements and expertise.

Your Biography can be up to 900 characters in length. You do not have to provide a Biography. If you choose not to provide a Biography this field will not be visible on your profile page.

## Artist Profile Page Information

In addition to your CV, Artist Biography and Artist Statement your online artist profile page can include listings for the following information:

- *Solo Exhibitions*: up to 20 exhibitions may be included.
- *Group Exhibitions*: up to 20 exhibitions may be included.
- *Commissions*: up to 10 commissions may be included.
- *Awards*: up to 10 awards may be included.
- *Residencies*: up to 10 residencies may be included.
- *Publications*: up to 10 publications may be included.
- *Collections*: limit of 200 characters.
- *Galleries*: limit of 200 characters.
- *Links*: provide up to two web links to your work or profile online.

Most of this information will already be contained in your CV. If you do not have information to put into any of these categories, they will not be visible on your profile page.

## Help?

If you need assistance with completing any membership or image information or writing your materials, please contact Artsource Membership Services on 08 9335 8366 or [membership@artsource.net.au](mailto:membership@artsource.net.au)