



SALEM STATE UNIVERSITY
CAREER SERVICES

ART & DESIGN

MAJOR CAREER GUIDE

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ACADEMIC INFORMATION

Follow this link to the Salem State University Art & Design Major page. Here you will find program information, degree options, course listings, licensure information, events information and much more:

<https://www.salemstate.edu/art>

WHAT CAN I DO WITH MY MAJOR?

Are you an Art and Design major or are you considering art and design as a major? Follow the link below to the “What Can I Do With My Major?” resource on the Salem State University Career Services web site:

<https://elearning.salemstate.edu/courses/939337/pages/what-can-you-do-with-your-major>

PROFESSIONAL ASSOCIATIONS

As in any profession, staying connected to professionals in your field is vital. Below are links to professional associations for art and design professionals. Stay up to date with industry trends, connect with fellow art and design professionals and utilize resources for job searching:

[The Professional Association for Design](#)

[National Art Education Association](#)

[National Association of Independent Artists](#)

[Salem Arts Association](#)

[National Endowment for the Arts](#)

INFORMATIONAL INTERVIEWING

Informational interviewing is a method of gathering information about career options, industries and employers. It is an opportunity to learn about a particular job from someone already in the field. It is *not* a job interview, but it can help you learn about job opportunities and build your network for when the job search comes. This is an ideal chance to help you gain a more thorough understanding of a particular industry or job. It’s also a great way to determine “is this what I want to do?” and to learn about different paths others have taken to get where they are.

JOB SHADOWING

An additional option you may want to consider to obtain information about your industry of choice is job shadowing. Job shadowing is an opportunity to step into the life of a professional in your field while they are working. Typically, job shadow experiences will last anywhere from one day to one week. Much like an informational interview, this is your opportunity to see firsthand what a “day in the life” of a professional is like.

VOLUNTEERING

Volunteering is another great way to learn about what to expect when working in your industry. Similar to a job shadow, you will be able to see a “day in the life” of a professional while also contributing some of your own skills or services. Volunteering can give you a chance to gain new expertise and help you narrow down your specific interests in the field. Follow the links below to help you identify current volunteer opportunities:

<http://volunteer.nsuw.org/>

ADDITIONAL RESOURCES

O-Net Occupation Handbook for Art and Design Careers (Select an option to see more information.)

- <http://www.onetonline.org/crosswalk/OOH?s=art+and+design&g=Go>

SAMPLE RESUME

PAULA PICASSO

50 Pond Street, Salem, MA 01970 | 978-542-7658 | ppicasso@gmail.com

EDUCATION

Salem State University, Salem, MA

Bachelor of Arts, Art

May 20XX

GPA: 3.5

Relevant Coursework: Introduction to World Art, Basic Drawing, Printmaking, Digital Imaging, Form and Design, Graphic Design for Publications, History of Graphic Design

Activities: Student Design Association, Students Educators on Sexual Assault

RELEVANT EXPERIENCE

Tremont Gallery, Boston, MA

Gallery Assistant

20XX – Present

- Design floor plans, handle catering arrangements and develop key marketing strategies.
- Maintain insurance database and answer inquiries

Peabody Essex Museum, Salem, MA

Gallery Assistant

20XX – 20XX

- Assisted staff with promotion of museum programs.
- Answered phone inquiries and referred appropriately.
- Researched potential exhibit ideas.

CityArts, New York, NY

Intern

July 20XX

- Created mural along with affected families depicting aftermath of 9/11.
- Researched finding resources and prepared grant applications.
- Organized gala celebration and auction to increase funding opportunities

ADDITIONAL EXPERIENCE

RED'S RESTAURANT, Salem, MA

Waitress

20XX – 20XX

- Provided efficient service to customers.
- Answered questions and resolved concerns.
- Worked effectively as a member of a team in a very busy, fast paced environment.

SKILLS/COMMUNITY SERVICE

Computers: IBM; Excel, Access, Power Point, Microsoft Word, PageMaker, FrontPage, FileMaker Pro

Volunteer: Salem State University Blood Drive, Walk for Hunger, Walk for HAWC

SAMPLE COVER LETTER

PAULA PICASSO

50 Pond Street, Salem, MA 01970 | 978-542-7658 | ppicasso@gmail.com

January 10, 20XX

John Smith
Salem Gallery
123 Highland Ave
Salem, MA 01970

Dear Mr. Smith:

I am applying for the position of Gallery Assistant recently advertised on your web site. As my resume indicates, I am presently employed as a Gallery Assistant at Tremont Gallery. I have completed my Bachelor of Arts in Art & Design from Salem State University and believe that my skills and experiences make me a qualified candidate for the Gallery Assistant position.

Your advertisement specified a need for someone with relevant experience and a degree in an art related field. For the past three years, my work as a gallery assistant at the Peabody Essex Museum and Tremont Gallery has provided me the opportunity to work with a variety of artists within various disciplines. As a result of my work experience, I have developed a level of organizational and communication skills needed to succeed in this type of role. My strong attention to detail and flexible working style will allow me to be a great asset to the Salem Gallery.

Your recent gallery exhibition on the history of Salem, Massachusetts in the late 17th century attracted me to this position. I am passionate about showcasing art relevant to this region's history and am excited by the recent expansion of your gallery. I appreciate your time and look forward to talking with you further about the position of Gallery Assistant. Thank you for your consideration.

Sincerely,

Paula Picasso

SAMPLE COMPANIES

AREA9 INNOVATION
ARNOLD WORLDWIDE
ARTERIORES
BOSTON ATHENAEUM
BOSTON REDEVELOPMENT AUTHORITY
COMMCREATIVE
DZIAN ART GALLERY
HASBRO TOY
J.JILL

LINCOLN SCHOOL
MULLEN
MUSEUM OF FINE ARTS, BOSTON
OAKLEAF CAKES
PUMA NORTH AMERICA INC
THE MEME
VISTAPRINT
47 BRAND