

DR. SALLY REES MFA PHD  
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## CURRENT STATUS AND OVERVIEW

Experienced arts administrator and practicing artist with academic qualifications in fine arts. Technical proficiency in the electronic arts and across digital platforms. Currently balancing freelance administration/accounts management with studio practice.

## KEY SKILLS AND CAPABILITIES:

- **Tertiary Qualifications:** PhD, MFA, and BFA in Fine Arts.
- **Videography and digital imaging:** Specialised skills in video editing, projection-mapping, electronic archiving, art direction and AV consultation and installation. Creation of video for screen, installation, performances and promotion. Photo-illustration for print, web, packaging, etc. Scanning, batch-processing and retouching of digital images.
- **Communications:** Copywriting and social media management skills. Proficient with Meta Business Suite, Wordpress, Canva and Mailchimp;
- **Project Management:** Experience scheduling project milestones, preparing funding applications, managing budgets, and reporting on project statistics.
- **Accounts:** Accounts payable/receivable, payroll, financial record keeping and compliance. Proficiency with Xero, MYOB and Rounded.
- **Problem Solving:** Demonstrated ability to deliver innovative solutions under tight deadlines.
- **Technical Proficiency:** Advanced knowledge across both Mac and Windows OS. of standard office, accounting, communications, and creative application packages and peripherals.

## EDUCATION & TRAINING

2017 Doctor of Philosophy (Fine Arts), University of Tasmania.  
2005 Master of Fine Arts, University of Tasmania.  
1996 Bachelor of Fine Arts with Honours, University of Tasmania.

## EMPLOYMENT HISTORY

2008 - Present

Freelance Artist, Technician and Administrator;

- social media management;
- bookkeeping, accounts receivable/payable, payroll and bank reconciliations;
- general administration;
- project management;
- digital image processing;
- art direction;
- videography and editing;
- AV consultation and technical support.

2021-2024

Office Manager, Performing Lines TAS

Duties including;

- organisational communications;
- accounts payable/receivable, payroll, budget forecasting/management and financial reporting;
- project management;
- general administration support to Senior Producer.

2018-2020

Accounts, Handmark Gallery

Duties including;

- bookkeeping;
- accounts payable and receivable;
- payroll;
- customer service, sales and daily cash/card reconciliations;
- maintenance of client databases.

2002- 2007

Administration and Program Assistant, Contemporary Art Services Tasmania

Duties including;

- maintenance of membership databases;
- maintenance of website;
- coordination of newsletter production;
- preparation and placement of program advertising material;
- provision of administrative support for visiting artists;
- coordination of meetings, meeting material and minute-taking for the CAST Board and committees;
- maintenance of cash receipts, cash payment records and monthly cash reconciliations.

2002 - 2006

Sessional Tutor - E-media, UTAS, School of Art

Years 1, 2 and 3 Bachelor of Fine Arts and Bachelor of Time-based Media.

- Developed and implemented course, *Moving Image* in 2006

## OTHER EXPERIENCE

- Registered Peer, Arts Tasmania (2024 - present)
- Registered Peer, Australia Council for the Arts (2013–2021).
- Published creative and critical arts writer.
- Board Member of key Hobart ARIs:
  - Inflight ARI (2007–2009).
  - FOYeR Artspace ARI (2004).
  - Letitia Street Studios (2001 - 2004).
  - Empire Studios Multimedia Collective (1996–1999).
  - Gallery Duncie (1996–1997).
  - Couch Culture Art Space (1994–1996).