



Work Experience Task List

Select tasks from the below list to complete during your placement.

Task	Objective	Started	Complete
		PLEASE TICK ✓	
1	Set up an Open Art Exhibition / Solo Show Exhibition		
2	Artwork reviews for social media		
3	Create a piece of art and document your progress		
4	Prepare your art for display		
5	Write an artist bio or resumé about yourself		
6	Meeting Visitors		
7	Participate in other art activities		
8	Gallery Administration		
9	Maintaining gallery cleanliness and safety		
10	Performance Appraisal - Feedback		