

# Nadia Spita

**Arts Management - Project Coordinator**

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## Profile Summary

Nadia is a freelance Curator and Event Manager with 10 years experience in organising Art events, from concept, co-ordination, and logistics, to completion and budget reconciliation.

Enthusiastic, energetic, hard working, she has works internationally, mostly UK and Italy. She matured a wide range, hand-on experience in marketing and managing projects, sourcing sponsors, managing office and teams, keeping control of administration and budgeting. She is also experienced in using new media as profitable contribution to the realisation of her projects.

Nadia solid educational background in Contemporary Art is enriched by postgraduate courses in Management (Art Business) and in Event Management (for Art events and larger events).

## Work Experience

**Curator and Event Manager** Self employed under the trading name of Art Cafe London – London – Since Feb 2010

Managing large projects from planning and finding the perfect solutions to successfully realise and promote the event, within its budget.

Sourcing the perfect locations, finding logistics solutions for different venues in London.

Managing all the aspect and operations, including shipping and logistic details and liaising with the clients/suppliers.

**Account Manager for** Grafenia Ltd London since November 2012

Design Online Company specializing in Design Industry.

Helping the company to develop new business in Italy, working freelance in the London office, liaising within the business and with its clients.

In charge of communication on behalf of the company, directed to prospect clients.

**Art Column Writer** at La Notizia International Italian Magazine July 2011

I write an art column writing a monthly column on Art, Art Exhibitions and Art Events.

Exploring the new and cutting edge ideas of the Art world.

**Art Curator at Newham NDP** Community Center – West Ham - April 2012 - March 2013

Organizing and successfully running Art events within Centre, attracting Art galleries and other business clients. Managing a team of 3 people.

**Event Organizer** to Ellequadro Archive – International Archive, Genova, Italy - April 2010 – March 2011

I was in charge to design project for clients in London, from outdoor event to conferences. I administrate and support the team while I was in charge of the travel and the logistic of the crew.

**Consultant at Topolski Century**, London, South Bank - March – Dec. 2010

Brochures translation the for visitors information - Incoming correspondence and petty cash. Producing headings and descriptions for general information - Handheld audio and multimedia tours service- Social Media - Helping desk – On-site Retail.

**Co-Curators at A Moving Exhibition**, London November 2009 – June 2010

Selection artists and set up venues in according with the exhibition requirement and logistic solution.

**Coordinator at Sotheby's Auction** - Florence. October 2009

Heading the Clients through the collections and finished following the customer care by phone and in person. I have also knowledge in bidders registration and I was in charge of the logistic of the crew for all the duration of the event.

**Art Curator at Contemporary Art Museum of Chianciano Biennial** Exhibition of September 2009 in charge for the Galleria Gagliardi, (Chelsea, London and Chianciano, Tuscany) - Sep 2008 – July 2009

Creation Museum web site in Italian language, Selecting the range of artists to be presented in the Museum Biennale, Writing reviews for the artists Italian/English, Uploading Database of Artists, Digital assistant, database of pictures managing. Market research, by phone and e-mail. Account Manager with international clients.

**Gallery Assistant at Gagliardi Gallery**, Chelsea, London Sept 2008 – July 2009

Administration duty, Front of the house. Managed and update the database of the artists and clients. I learnt to professionally wrap, storage and deliver artworks from the UK to worldwide destination. To assist the artists team with projects, daily activities and tasks.

**PR/Marketing Manager at Studio Ferretti** Events Management Company, Pisa Jan 2006 - Sept 2008. Coordination of music gigs, Fashion shows and Theatre shows.

**Press Office at GAM** (Galleria Arte Moderna), Bologna. Feb - Sept 2006

Press release and copy right production - Journalists and Curators relations - Responsible for downloading and uploading the Database system.

**Logistic Manager and Events Management**, Quintessenza Events Management Company, Pisa Jan- Nov 2005

I was the responsible for the logistic of the crew during the events all over Italy.

## **Education**

**Post Graduated Course - Major Event Management** - City University London (October – December 2012)

**MA - Management and Marketing in Contemporary Art Museum** - University La Sapienza Roma, (Jan – Dec 2006)

**BA - Modern and Contemporary Art History** - Faculty of Literature and Philosophy, University of Pisa (1999-2005)

## **Languages and IT Skills**

Italian: Native speaker, Excellent Reading, Writing and Proficiency

English: Advanced Reading, Writing and Proficiency

Microsoft Office: Strong knowledge

Mac: Excellent knowledge

Other: Proficient with WordPress software, strong Internet and research skills