

# Art Assistant Cover Letter

7116 Casper Spring Dannaton, TX 76510

**Dear Alexis Von,**

Please consider me for the art assistant opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for direct support to faculty and other patrons of the Digital Print Center (DPC) including the preparation and printing and mounting of digital artwork, accepting payment for services, issuing receipts, ordering materials and equipment, and reconciling accounts.

My experience is an excellent fit for the list of requirements in this job:

- Patches and paints exhibition walls as needed
- May correspond directly with artists, artist managers, gallerists, and estate managers
- Re-organizes and maintains the storage of equipment and tools used for the galleries
- Maintains an activity log and record of entrances and exits to the collection room
- Assists in condition reporting
- Assists the Director and Preparator with hanging and placing work
- Assists with the unpacking and packing of artwork
- Assists in the framing of Permanent Collection artwork

**I really appreciate you taking the time to review my application for the position of art assistant.**

Sincerely,

Skyler Grimes