

OLENA KALISH

✉ Email: olena888kalish@gmail.com | 📞 Phone: 323.286.6790

PROFESSIONAL SUMMARY

Highly skilled gallery and museum professional with 6+ years of experience in administrative, curatorial, and operational roles within contemporary art institutions. Proven track record in project coordination, artist support, and exhibition management for both profit and non-profit art organizations.

KEY ACHIEVEMENTS

- **Rapid Career Growth:** Progressed from gallery attendant to curatorial assistant within one year.
 - **Exhibition Leadership:** Coordinated 4 major art projects featuring prominent Ukrainian artists and contributed to over 15 exhibitions.
 - **Innovative Curation:** Organized a successful solo exhibition for Ukrainian artist Ira Vish in Los Angeles on a minimal budget.
 - **Art Archiving Expertise:** Cataloged and inventoried a Soviet-era art collection of over 4,000 works. Contributed to the archiving and organization of a collection of 1,000+ vintage Californian postcards and historical documents.
 - **Diverse Roles:** Gained experience across roles including gallery manager, exhibition consultant, archivist, and executive assistant.
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PROFESSIONAL EXPERIENCE

Gallery/Owner Assistant

Steve Turner Gallery | Los Angeles, CA | 07/2023 – Present

- Organized exhibitions and prepared materials for art fairs.
- Communicated directly with artists and stakeholders.
- Maintained and updated the gallery's website and database.
- Created online catalogs and handled administrative communications.
- Archived and organized a collection of vintage Californian postcards and historical documents.

- Created engaging environment for visitors, ensuring they have meaningful interactions with the artworks.
- Assisted in developing and maintaining relationships with potential and existing clients.
- Contributed to achieving sales targets.

Gallery Manager

Kirisenko Art Gallery | Kyiv, Ukraine | 04/2021 – 07/2021

- Coordinated all stages of gallery exhibitions and created artist presentations.
- Managed gallery documentation, contracts, and visitor engagement.
- Maintained and updated the gallery's website and database.
- Created engaging environment for visitors, ensuring they have meaningful interactions with the artworks.
- Assisted in developing and maintaining relationships with potential and existing clients.
- Contributed to achieving sales targets.

Volunteer | Board Member

Ukrainian Art Center Inc. | Los Angeles, CA | 09/2021 – 11/2022

- Organized exhibitions, fundraisers, and grant applications.
- Secured funding through the East Hollywood Neighborhood Council to support Ukrainian artists affected by war.
- Developed exhibition statements and managed social media communications.

Gallery Administrator | Events Coordinator | Archivist

ARTAREA | Kyiv, Ukraine | 01/2021 – 06/2021

- Cataloged and managed inventory for a Soviet-era art collection.
- Conducted guided tours and coordinated gallery events.
- Prepared exhibition materials and assisted in ticket sales.

Consultant | Events Coordinator | Executive Assistant

Museum of Kyiv | Kyiv, Ukraine | 10/2018 – 10/2020

- Coordinated art exhibitions and produced exhibition statements and social media content.
 - Managed the executive director's calendar, travel, and daily office operations.
 - Delivered guided tours and supported visitor engagement initiatives.
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EDUCATION

Bachelor's Degree in Practical Psychology

Interregional Academy of Personnel Management (IAPM)

Professional Development

- **Art Manager:** SKVOT | 01/2022 – 04/2022
 - **Art Entrepreneur:** Artsster Edu | 06/2021 – 08/2021
 - **Curator of Contemporary Art:** SKVOT | 05/2021 – 06/2021
 - **Art Curator:** Modern Art Research Institute | 02/2021 – 07/2021
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SKILLS

- **Multilingual:** Fluent in English, Ukrainian, and Russian; beginner in Spanish and Italian.
- **Technical Proficiency:** Photoshop, Microsoft Office, Google Suite, WordPress, ChatGPT, Mailchimp, Instagram + TikTok
- Strong knowledge of art history and contemporary art practices.
- Creative writing and exhibition statement development.
- Licensed driver in California.