

# Curriculum vitae

**Hooria Rajabzadeh**

+1-306-351-5120

H.rajabzadeh.71@gmail.com

1830 College Ave, Unit 902, Regina, Sk.

Personal website: [Hooria.ca](http://Hooria.ca)

## HIGHLIGHTS OF SKILLS

- 10 years' experience in Visual Arts, as an artist, instructor, volunteer and educator.
- Experienced in working in galleries with curators, board members, and other stakeholders to implement gallery initiatives.
- Experienced as a curatorial assistant, skilled in conducting in-depth exhibition research, writing exhibition texts, preparing contracts, coordinating curatorial programs, and providing comprehensive administrative support to the curator.
- Strong communication and interpersonal skills to work independently or collaboratively in a team environment.
- Possess a deep understanding of the contemporary art world and actively immerse myself in the local art community in Regina through participation in art events and volunteering.

## EDUCATION

- 2023 Master of Fine Art, University of Regina, SK, Canada.
- 2019 Master of Arts (Research based), University of Tehran Iran.
- 2016 Bachelor of Arts, Photography, University of Tehran, Iran.

## JOB EXPERIENCES

### Curatorial assistant - Moose Jaw Museum and Art Gallery, Moose Jaw, SK. 2024, Current.

- Writing accurate and comprehensive condition reports of exhibition's artworks and permanent collection.
- Using proper and accurate terminology in condition reports to address and distinguish the condition of each recto and verso side of the artwork.
- Assisting with developing/ writing artworks labels; researching and preparing additional texts for each artworks in the exhibition.
- Assisting curator in preparing contracts for artists and outsources.
- Assisting in conducting research for exhibitions and permanent collections.
- Assisting the curator with tasks such as organizing and maintaining exhibition records, coordinating schedules for meetings and gallery events, handling correspondence with artists and institutions.
- Providing support with installation needs by preparing exhibition spaces, coordinating the transportation and delivery of artworks, and ensuring the proper handling, mounting, and display of artworks
- Working collaboratively with gallery's employee and artists to promoting programs and exhibitions

### Seasonal Instructor - University of Regina, Regina, Sk, 2022- 2023.

Course titles: Intro to Photography | Two-Dimensional Art.

- Designed the online course page and provided access to course material such as PPTs and case study analysis notes.
- Responsible for searching and finding an open-source program to deliver in a workshop.
- Studio preparation for workshops and presentations.
- Course delivery using PowerPoints and other created content.
- Performed regular evaluations, feedback, and final reviews.

- Maintained an inclusive learning-centred classroom.
- Provided one-on-one consultation (in class).

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### **Graphic Designer (Part-time) - University of Regina, Regina, Sk, 2022- 2023.**

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- Redesigned visual identity of social media platforms for improved design structure and color scheme.
- Designed posters, social media posts, and stories using Adobe Creative Suite.
- Wrote contextual materials for posters and social media posts to complement visual content and effectively communicate messages or promotions.
- Produced high-quality photos for visual design materials.
- Handled the printing materials.
- Edited and retouched photos to enhance visual appeal and maintain brand standards.

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### **Teaching Assistant - University of Regina, Regina, Sk, 2022-2023.** Course title: Intro to Photography, Art 100.

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- Reviewed and analyzed students' essays, marking them based on their performance and writing skills.
- Provided feedback on their writing skills, grammar, and interpretation of the subjects.
- Offered examples of how to improve their contextualization.
- Provided feedback to the professor at the end of each session.
- Co-directed and led the class discussions.

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### **Research Assistant - University of Regina, Regina, Sk, 2021. Professor Dr. Risa Horowitz.**

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- Familiarity with content management system (word press).
- Strong research skills, including literature review and data collection.
- Proven problem-solving skills for identifying and resolving issues in website content.
- Technical proficiency in Microsoft Office applications (e.g., Excel, Word).
- Data entry with keen attention to details.
- Adaptability to new tasks and technologies as project needs evolve

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### **Research Assistant, Video Editing - University of Regina, Sk, 2021. Professor Dr. Risa Horowitz.**

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- Selected and organized video footage to match project goals and themes, ensuring cohesive storytelling.
- Used Adobe Premiere Pro for video editing, enhancing narratives with smooth transitions and impactful visual and audio elements.
- Provided technical support to maintain smooth operation of equipment and software during production.
- Collaborated closely with Professor Dr. Risa Horowitz and team members to support interdisciplinary research in visual storytelling.

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### **Exhibition text writing, - "Collate-Contrast," Kassandra Walters and Reza Rezaii, Neutral Ground Gallery, Regina, Sk, Canada. 2023**

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- Crafted compelling and informative descriptions for each exhibited artwork, capturing its essence and artistic significance.
- Developed engaging introductory texts and artist statements that contextualized the exhibition theme or concept.
- Collaborated with curators and artists to ensure accurate representation of their works through written content.
- Edited and proofread exhibition texts for clarity, coherence, and alignment with the gallery's tone and style.

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## **Workshop Instructor, "portrait photography, and power" for youth, Neutral Ground Gallery and YWCA of Regina, Double Tree by Hilton Hotel, Regina, Sk, Canada, 2023.**

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- Designed workshop material encompassing power in photography by simplifying complex political and feminism concepts into concise and actionable strategies for participants to enhance their understanding in this area.
- Offered photography exercises for participants to practice the concepts introduced during the lecture, by using their phone cameras.
- Offered compelling photography examples to illustrate key concepts and their practical significance in real-world applications.
- Participants analyzed these examples to understand how fundamental principles of photography can be effectively employed to capture impactful images in various contexts.

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## **Printing Technician (Part-time) - university of Regina, Regina, Sk, 2022- 2023.**

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- Facilitated communication with clients, students, and faculty members to coordinate their printing needs.
- Provided printing expertise and consultancy based on their requirements to select the best paper and ink materials that align with their needs and expectations for printing.
- Ensured color accuracy and mood check in prints through color management.
- Managed file formats to use appropriate formats to preserve image quality.
- Prepared printing files in Adobe Photoshop and applied recommended edits before printing.
- Managed supplies and budgets for printing services.

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## **Photographer- Okala Online Supermarket, Tehran, Iran, 2018- 2021.**

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- Worked effectively in a team-oriented environment.
- Contributed creatively to marketing campaigns, enhancing the company's branding and messaging.
- Created comprehensive guidelines for product and commercial photography.
- Managed the photography facilities.
- Developed monthly schedules for photography sessions based on the company plans and vision.
- Participated in weekly brainstorming meetings to develop ideas for, campaigns, events, social media content, and contests aimed at increasing company sales.
- Effective communication with other departments and seamless collaboration to meet the deadlines.
- Identified opportunities for improving team efficiency and implemented strategies to enhance overall performance.
- Created visual content, including graphics, videos, and photos, aligned with textual content.
- Collaborated with the content team, participated in brainstormings for copywriting and content materials.

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## **Administrative assistant and Receptionist - Aria Printing Company, Iran, Tehran (2016- 2019)**

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- Served as the first point of contact for the company for incoming calls, emails, and in-person inquiries.
- Proofread letters, memos, and reports.
- Managed calendars, scheduled appointments, meetings, and travel arrangements.
- Organized filing systems, inputted data and invoices into databases.
- Maintained and ordered office supplies and kept inventory.
- Processed invoices, tracked office expenses, and prepared reports.
- Created, formatted, and edited documents, presentations, and Excel files in Microsoft Office Suite and Google Workspace.

## VOLUNTEER

### The Chair of the Board Member committee - Art Gallery of Regina, 2023 - current.

- Participating in weekly meetings to discuss gallery-related issues, address concerns, and make decisions based on the gallery's vision and mission.
- Collaborating seamlessly with teams to promote programs, services, and events.
- Coordinating strategic planning aligned with the gallery's vision to increase memberships and workshop participation, as well as to enhance visitor gallery experience satisfaction.
- Assisting in creating visual and contextual materials for the gallery website and social media platforms.
- Coordinating financials, member shows, and workshops.
- Participating in brainstorming meetings for fundraising and seeking sponsorships for gallery events.
- Assisting the Curator with administrative tasks and installation needs.
- Considering and implementing safety procedures, as well as conducting hazard assessments.
- Taking minutes during meetings.

### Executive Team Member - The First Annual Photo Festival exhibition, University of Tehran, 2017.

- Communicated and negotiated with sponsors and fundraisers.
- Conducted critique panels and artist talks, demonstrating strong public relations skills and fostering engagement with the artistic community.
- Coordinated the logistics of shipping artworks for exhibitions in other cities. Addressed challenges and unexpected issues during events.
- Implemented data analysis and evaluation processes to measure event success.

## EXHIBITIONS

- 2023 **I Was About to Be Them/There**, Solo Exhibition, Fifth Parallel Gallery, University of Regina, Canada.
- 2023 **Trace**, Group Exhibition. Gance, Fifth gallery, university of Regina, Canada.
- 2022 **Absence**, Regina Nuit Blanche Exhibition, Victoria park, Regina, Canada.
- 2021 **Women's Wagon**, MFA online exhibition, University of Montana, America.
- 2019 Women's Wagon, (Solo exhibition) Graduate photographic thesis exhibition, Tehran Gallery, University of Tehran, Tehran, Iran.
- 2017 University of First Annual Photo Festival exhibition, Tehran Gallery, University of Tehran, Iran.
- 2017 Tehran University First Annual Photo Festival Exhibition, Ferdowsi Gallery, Mashhad, Iran.
- 2016 **Night Scripts**, (Solo exhibition) Graduate Photographic Thesis Exhibition, Tehran Gallery, University of Tehran, Tehran, Iran.

## NOMINATIONS AND HONORS:

- 2024 Governor General's Academic Gold Medal nomination for the best thesis exhibition at the University of Regina.
- 2021 Juror's choice in MFA online exhibition, University of Montana, America.

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## COURSES & WORKSHOPS

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- 2024 Mega Digital Marketing Course: Marketing planning & research, building a website using WordPress, Copy writing and content production. By Pouya Eti, Udemy.
- 2024 Art and Heritage management, Andrea Rurale, University of Bocconi, Online course, Coursera.
- 2023 On (art) writing, a three-part workshop instructed by Reza Rezaï, Neutral ground, Artist run center.
- 2023 Customer Service Fundamentals, by Keith Gibson, online course at Coursera.org.
- 2023 Career Essential in Administrative Assistance, Microsoft and LinkedIn.
- 2023 Modern and Contemporary Art and Design Specialization, Museum of Modern Art MOMA, Online course.
- 2023 Art & Activity: Interactive Strategies for Engaging with Art, Museum of Modern Art MOMA, Online course.
- 2022 Embodiment Experience in Contemporary Art, online course, Helia Darabi, University of Art, Tehran, Iran.
- 2022 Installation Art, online course, Helia Darabi, University of Art, Tehran, Iran.

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## SOFTWARE PROFICIENCY:

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**Photo Editing Software:** Adobe Photoshop, Camera Raw, Lightroom.

**Video Editing Software:** Adobe Premiere Pro.

**Generals Software:** Office 365: Word, Excel, Power Point, Outlook.  
Google platforms, Windows and Mac.

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## SOFTWARE PROFICIENCY:

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I Was About to Be Them/There, Artwork Statement, Regina, Sk, Canada, 2023.

Exhibition writing, "Collate-Contrast," Kassandra Walters and Reza Rezaï, Neutral Ground Gallery, Regina, Sk, Canada. 2023.

Trace, Artwork Statement, Regina, Sk, Canada, 2022.

Consumed, Artwork Statement, Regina, Sk, Canada, 2022.

Absence, Artwork Statement, Regina, Sk, Canada, 2021.