

Grace Julia Masters

PROFESSIONAL PROFILE

Highly organised Fine Arts graduate combining technical fabrication, sculpturing, and material design skill with over 10 years of experience managing fast-paced commercial operations, logistics, and multidisciplinary teams. Exceptionally calm under high-pressure environments, with a proven track record managing supplier relations, strict budgets, and rapid problem-solving. Seeking to leverage dual expertise in hands-on Art Department Assistant, Workshop Assistant, or Props Buyer role.

EXPERIENCE

VENUE MANAGER/SUPERVISOR – MELBOURNE, VIC 2020 - PRESENT

- Managed rapid inventory control, continuous asset sourcing, and direct supplier negotiations to keep fast-paced operations running seamlessly under budget.
- Executed complex logistical schedules, load-ins, and bump-outs for large-scale events with strict time constraints.
- Assisted with brand presentation, visual merchandising and social media content
- Liaised between owners, contractors and staff to ensure smooth operations
- Maintained strong attention to detail in presentation, organisation and workflow efficiency

PROMOTIONS & BRAND ACTIVATION ASSISTANT – AUCKLAND, NZ 2019 - 2020

- Assisted with live promotional events and brand activations
- Engaged with the public in fast-paced, on-location environments
- Supported content capture and digital promotion
- Worked collaboratively with marketing teams to deliver successful campaign outcomes

CREATIVE & INDEPENDENT PROJECTS – ONGOING

- Developed visual art projects exploring composition, storytelling and presentation
- Assisted with creative styling and content development
- Experience preparing visual material for presentation and documentation
- Strong interest in set design, art department processes and production environments

EDUCATION

Whitecliffe College of Art and Design – Certificate of Art and Design, 2020

University of Auckland, Elam School of Fine Arts – Bachelor of Fine Arts, 2023

SKILLS

- **Technical Workshop & Fabrication:** Practical art fabrication, structural set-building assistance, fine-art printmaking, mold-making/casting, and material manipulation/aging.
- **Logistics & Production Support:** Heavy operations management, vendor and contractor liaison, budget tracking, vehicle loading/unloading, inventory control, and asset tracking.
- **Team Leadership & Continuity:** Scheduling/rostering, rapid asset sourcing, digital/visual documentation, maintaining visual consistency under intense pressure.

CAREER INTERESTS

- Art Department Assistant
- Production Assistant (Film/TV/Commercial)
- Set & Studio Support Roles
- Event Production Assistant
- Creative Studio Coordinator
- Brand Activation & Experiential Events

ADDITIONAL INFORMATION

- Full Australian Driver's License (Own reliable vehicle with large cargo capacity).
- Available: Immediately available for early call times, extended 10-12 hour production days, regional travel, and demanding location blocks.
- Open to early starts, long production days and location-based work.

REFERENCES

Nick McCallum / Australian Art Director – +61 418 629 276

Steve Lovett / New Zealand Artist and Print Technician – +64 211 158 0390