Curriculum Vitae
Juliet Cooke

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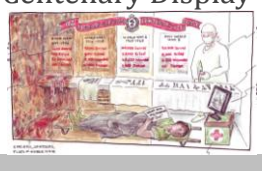
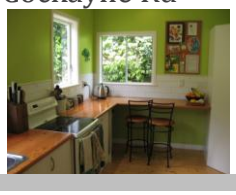
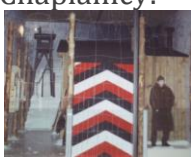
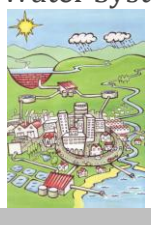
Work Experience

3D Design, Management & Installation

PROJECT/ POSITION	CLIENT/ EMPLOYER	DATE	RESPONSIBILITIES & *NEW SKILLS
Taonga Gallery	Steve Austin, Director Marlborough Museum	Ongoing	Design and Costing
Shop Furniture Design.	Lesley Smith, Director Lopdell House Gallery Titirangi	Ongoing	Design and Costing
Sustainable Touring Display Stand.	Mary Kelleher of Handmade Stories, and Christine Bygrave of Mangawhai Museum	Oct 10	*Use of sustainable materials and ideas.
Tsunami Display	David Johnston, GNS Science	Design Complete July 08, funding pulled.	Design & Costing
Kid's HQ	Windsor Jones Curator Army Museum Waiouru	Concept completed May 08, Project on hold.	Design *Research into Educational Exhibitions.
Medical Services Centenary Display 	Windsor Jones Curator Army Museum Waiouru	May 08	Design *Use of 3D drafting in Vectorworks 2008 combined with Photoshop Elements 6 to create Concept Drawings.
Renovations at 111 Cockayne Rd 	Juliet Cooke Family Trust 111 Cockayne Rd, Wellington	Sept 08	Project Management and Interior Design of entrance, kitchen, bathrooms, bedroom and living. *Account management.

Banner Design for Victoria Cross Exhibition	Windsor Jones Curator Army Museum Waiouru	April 08	Design
"Walk With Me" Refugee Experiences	Denise Williams & Natasha Petkovic-Jeremic, Petone Settlers Museum	June 06	Design of some components
Project Tamitea	Army Museum Waiouru	2003	*Exhibition Design Consultant to Mainzeal Construction
Passchendaele Exhibition, 25th Anniversary of the Army Museum:	Windsor Jones Curator Army Museum Waiouru	Nov 03 – Feb 05	Design Management of fabrication on behalf of client.
"Non combatants" displays; Medical Services, POW's, Chaplaincy: 	Windsor Jones Curator Army Museum Waiouru	2004	Design *Use of AutoCAD LT 04 for drafting. *Working with Engineers to design structural components. *Use of Exhibition Design contract.
Bathroom renovation	Teresa Shreves 10 Moir St Wellington	Feb 03	*Interior design and contract management. *Use of NZIA Architectural contract for tenders.
1:20 Scale Model of Frederick St Apartment Interiors	Helen Tippet First House Ltd Wellington	Nov 01	*Model building
Italian Restaurant	Craig Turvey 3D Creative	Sept 01	Developed Design of Interior
Worsley Display	Steve Lowndes Akaroa Museum Akaroa	May 01	Design, Project Management & Installation
Exhibition Manager	Govett-Brewster Art Gallery,	June 94- Jan 96	*Management of exhibition staff, timetable and budget.

	New Plymouth		Design of exhibition layout and furniture *Management of contracts for building maintenance *Leader of hazard identification & control team *Review and redesign of security system. Liaison with artists, administrators and trades-people.
Exhibition Preparator 	Museum of New Zealand Te Papa Tongarewa, Wellington	Mar 92- June 94	Preparation, construction and installation of exhibition material. *Co-ordination and design of exhibition material in consultation with curatorial, collection management and conservation staff.
Exhibition Technician	Wellington City Art Gallery, Wellington	March 1988-April 1990	*Preparation, construction and installation of exhibition material, including archival framing. *Condition reporting *Supervision of exhibition assistant and contract staff
2D Design & Layout			
Capital Kitchens Sign 	Keith & Janet Hollow Capital Kitchens Tawa	Dec 09	Artwork for 2.4m high sign for exterior of Capital Kitchens, Main road, Tawa. Hand painted, using Vectorworks to set perspective to appear correct from road.
Garden Tour 	Khandallah Kindergarten, Wellington	Nov 08	*Design of tickets, brochure cover, newspaper ads & signage.
Kit Set Tapestry:	Ruth-Mary Beach, Strand Natural Fibres Ltd, Wellington	Dec 97 – Feb 01	*Design of *Wellington Waterfront* Dec 1997, *Britten Motorbike* and *Model T Ford* Feb 2001
Book; *The Eskimo Roll*	Bev Smith, Outdoor Specialist, New Plymouth	97	Illustration

Report on Urban Water Systems 	Phil Hughes, Parliamentary Commission for the Environment	Feb 200	Illustration
Design assistant	Dorling-Kindersley Ltd. London, England	Nov 90- Feb 91	Assisting in the design of full colour spreads for books
Video jackets *Introductory Kayaking Skills* 1988, *River Rescue* 1989	NZ Canoeing Assn	88 -89	*Illustration
Intermediate Finished Artist	McIntyre Sword & Oliver Ltd. Wellington	June-Dec 1987	*Layout of books magazines & advertisements
Junior Finished Artist	South Island Labels Ltd. Christchurch	April-Oct 1986	*Amendment of artworks. Colour separation. Plate-making
Other useful work experience			
Kayaking Instructor	South Cerney Watersports Centre, Gloucestershire, England	May/June 1991 & July/Aug.1990	Instruction of groups of up to 8 people aged 10-21 years

Education

Academic Qualifications			
QUALIFICATION	INSTITUTION	DATE	SKILLS
B. Des in Interior Design	Victoria University; School of Design and Architecture	1999	Interior architectural design, Furniture design, Stage & theatre design.
BA in Art History	University of Canterbury	1997	Research, report writing, essay writing.
	Canterbury School of Fine Arts	1985	Sculpture, photography, life drawing.
B Bursary, Fine Arts Preliminary	Rangi Ruru Girls School	1979	
Other Qualifications & Knowledge			
Sustainability Workshop	Te Papa	2010	Sustainable work practices
Sales & Marketing, Website Fundamentals, Power Pitching	NZTE, Wellington	2009, 2010	Salesmanship. How a website is useful for your business. Business presentation.

3D Modelling	Jonathon Pickup	2009	3D modelling using Vectorworks 2009
Introduction to Photoshop	Wellington Community High	2000	Basic Photoshop skills
Business Start Course	Wellington City Council	1997	Basic business knowledge
Supervisors Course	Brooks Royston, Taranaki	1995	Training in staff supervision
Introductory Te Reo	Taranaki Polytechnic	1995	Introductory Maori language and protocol
Hazard Identification and Control	TOSHA	1995	Implementation of OSH in the workplace.
River Rescue	NZOIA	1995	Training in the rescue of kayakers from rivers.
AutoCAD Basic skills	Wellington High School	1994	Basic AutoCAD skills
Cultural Awareness Course	Parihaka	1994	History & Issues of Maori/Pakeha relationships.
First Aid	St John's Ambulance	1994	Basic First Aid
Heavy Truck Licence	Land Transport NZ	1993	Heavy Truck Licence
Level I Kayaking Instructor	N.Z. Canoeing Assn	1990	Basic teaching skills Instruction and safety of groups on rivers & lakes

Community Work & Travel

ACTIVITY	EVENT/GROUP	DATE	SKILLS
Co-ordinator of Book Stall	Ngaio School Gala	10 -11	Organizing volunteers to sort and sell books & layout stall.
Co-ordinator	Kiwi Conservation Club	07-11	Organizing activities to help kids aged 5-12 appreciate the natural environment. Layout of local newsletter
Co-ordinator of Toy Stall	Ngaio School Gala	08-09	Organizing Volunteers for sorting, bagging & selling of toys & layout of stall.
Graphic Design	Khandallah Kindergarten Garden Tour	08	Design of tickets, brochure cover, newspaper ads & signage.
Fund raising officer	Crossways Community Crèche	02	Organizing fund-raising activities

Secretary	Crossways Community Crèche	00-01	Taking minutes
Tree planting	Forest & Bird	96-00	Tree planting
Overseas Travel	UK, Europe, Turkey, Africa	90-91	Understanding other cultures
Editor	Women Outdoors NZ Newsletter	89	Layout of national newsletter
Administration & Instruction	Canty Uni Canoe Club & Kupe Canoe Club	85 -89	Organising river trips, ensuring safety, instruction.

Referees

REFEREE	POSITION & CONTACT DETAILS	YEARS OF ASSOCIATION	NATURE OF ASSOCIATION
Windsor Jones	Curator Army Museum Waiouru P O Box 45 Waiouru Ph: 0800 369 999 x203 E:JOHN.JONES2@nzdf.mil.nz	2002 -2011	Design of Exhibitions Production Management of Exhibition Components.
Lesley Smith	Director Lopdell House Gallery, PO Box 60 109 Titirangi, Waitakere Ph (09) 817 8087 x206 E:director@lopdell.org.nz	2010-2011	Design and Production Management of Shop Furniture Supply of Exhibition stand for Mary Kelleher's "Truck Story"
Steve Austin	Director Marlborough Museum Brayshaw Park 26 Arthur Baker Place Blenheim 72012 Ph (03) 578 1712 E:steve.austin@marlboroughmuseum.org.nz	2010-2011	Concept Design and Cost Estimate of Taonga Gallery