



ELEONORA TIRA

Departments
Assistant

CONTACT

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📍 Milan, Italy

ABOUT ME

I am a motivated and detail-oriented professional with a background in cultural project management and a strong appreciation for Italian heritage and craftsmanship. My experience in galleries and auction houses has strengthened my ability to coordinate logistics, support teams, and manage client relations in dynamic environments. I combine organizational skills with a creative mindset, always attentive to context and storytelling. I am looking to contribute to projects that celebrate culture, design, and hospitality—by supporting operations, curatorial projects, event organization, and content development.

WORK EXPERIENCE

Departments Assistant March 2025 – Present

Cambi Casa d'Aste | Milan

- Front office, welcoming and assisting clients pre/post auction, secretarial duties, work management, correspondence handling, preparation of contracts and document archiving, research and drafting of artwork sheets and condition reports
- Preparation and follow-up activities for auctions
- Support to the logistics department and management of relations with the superintendency for the release of artworks.

Art Gallery Assistant October - December 2024

Peres Projects | Milan

- Visitor reception and assistance, exhibition setup organization, and sales and document management. Support in the care, installation, and handling of artworks, as well as cataloging and archiving the gallery's collection. Collaboration with suppliers and partners to ensure smooth operations, and preparation of press kits
- **Exhibition organized:** *Dalton Gata. Dressed To Leave This World*, November 28 – December 20, 2024.

Art Department Assistant April - September 2024

Art-Rite Auction House | Milan

- Support activities before and after auctions, including client assistance, managing contacts with archives, foundations, and art experts, drafting and archiving contracts and documents, conducting research and preparing artwork sheets and condition reports, as well as assisting in the evaluation and authentication of artworks
- Auction preparation and follow-up, in collaboration with the marketing department for the creation of catalogues and press releases
- Logistics support, including packing and handling of artworks and managing relations with the superintendency for the export of art pieces.

SKILLS

- Microsoft Office Suite
- Canva
- Creativity
- Critical Thinking
- Time & Stress Management
- Interpersonal skills
- Problem Solving
- Team Working

LANGUAGES

Italian (Native Speaker)

English (C1)

French (B2)

German (A1)

HOBBIES

I have been a ballet dancer for many years, I love going to theatres, visiting art exhibitions, traveling and cooking, especially for the people I love.

WORK EXPERIENCE CONT.

Art Gallery Assistant

April - July 2023

Galleria Rubin | Milan

- Welcoming and accompanying visitors to the gallery, handling negotiations with clients, organizing exhibitions and cultural events, and managing the gallery's online communication via newsletters and social media
- **Exhibition organized:** *William Congdon. Selected Works* at the gallery venue in Milan. *Picasso and Chagall. Gli animali nella grafica del '900* at the Lanserhaus in Appiano (BZ) and participation in the editing of the catalogue.

ACADEMIC BACKGROUND

Master's degree in Arts Management

2021-2023

Università Cattolica del Sacro Cuore | Milan

- Final Grade: 110 cum laude
- Relevant Courses: **Accounting and Fundraising** in the Arts, **Human Resources Management** in the Arts Industry, **Advanced Economics and Management** of the Arts, **Strategy in the Arts**, **Law and the Arts**, **Statistics for Arts Management**, **Digital in the Arts**.

Bachelor's degree in Economics and Management
of Cultural Heritage

2017-2020

Art-Rite Auction House | Milan

- Final Grade: 110 cum laude
- Relevant Courses: **Cultural Institutions and Policies**, **Cultural Heritage Legislation**, Museology, Economic History of Culture, **Marketing for culture**, Art History, Business Economics, Financial Statements, **Planning and Control**, Private and Commercial Law, Labor Law, Statistics.

CERTIFICATIONS

Project Management for Arts Exhibitions

April 2021

School for Curatorial Studies | Venice

- **Topics:** the stages of organizing an art event, the different types of expenses, creating a budget plan, activities of the exhibitions office, tenders and contracts, bureaucratic aspects and timeline.

Autorizzo il trattamento dei miei dati personali ai sensi dell'art. 13 d. lgs. 30 giugno 2003 n°196 – "Codice in materia di protezione dei dati personali" e dell'art. 6* e 13 GDPR 679/16 – "Regolamento europeo sulla protezione dei dati personali"