Leonor Canelas de Castro

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Links: Graduate Portfolio | LinkedIn

SKILLS

- Highly experienced in administrative tasks such as project planning, scheduling, data entry, and inventory tracking, fostering strong organisational skills that support efficiency both independently and collaboratively.
- Experience with multiple digital workspaces, including Microsoft, Google Workspace, Adobe Creative Suite, Eventbrite, Square POS System, Notion, etc. Digital proficiency also extends to alternative, creative software such as Canva, CapCut, and VideoLeap.
- Creative literacy and curatorial eye fostered via expirence in Product/art handling and their subsequent installation in exhibition spaces, as well as proficiency in studio photography via cataloguing expirence.

PROFESSIONAL EXPERIENCE

Programme Assistant | January 2026 - May 2026

New Media Scotland (NMS) - Edinburgh, Scotland, UK

- Liased with creative partners and hosts, (eg. RSW, Edinburgh Futures Institute, Biome Collective, and CoSTAR Realtime Lab) to support further coordination with institutional hosts, as well as identifying prospective artists for the Alt-W Fund.
- Supported the development of ongoing projects, especially in contribution to the continued delivery of *Atmosphere*, an interactive cinematic experience at Lauriston Castle. Oversaw practical installations and provisional administration, such as event listing and promotion.

Sales Assistant | Feburary 2026 - March 2026

Royal Scottish Society of Painters in Watercolour (RSW) at the Royal Scottish Academy (RSA) under partnership with NMS - Edinburgh, Scotland, UK

- Developed a digital sales catalogue for over 300 exhibiting member and non-member artists, resulting in an improvement in total sales this year, as well as improved tracking and efficiency for future sales.
- Managed catalogue sales and handled high-value artwork transactions for prospective buyers, which demanded heightened observance and clear communication.

Exhibiting Artist and Social Media Co-Officer | June 2025

Centrespace Gallery - Bristol, England, UK

- Elected as Social Media Officer due to previous expirence in Instagram promotion for creative collectives (eg. Bath Threads and Def/vine Feminine).
- Programmed and executed promotional material including posters and Instagram captions for *Summix*, an offsite, collaborative Graduate show.
- Installed and arranged 30 pieces spanning across media (eg,. sculpture, painting, new media, etc.) through strategising and negotiation on aesthetics and accessibility, with the visitors' experience at the forefront of every decision.

Volunteer Invigilator | May 2025 - June 2025

Fringe Arts Festiva Bath - Bath, England, UK

- Corresponded to visitor inquires on exhibition concepts, provided festival schedules and maps, and artists' background information as first point of contact for attendees.
- Oversaw active exhibition environments across 3 venues and delegated responsibilities between myself and 3-4 fellow inviglators.

Exhibiting Artist, Curatorial and Social Media Advisor | April - May 2024

@baththreads - Creative Threads (Student Collective) | Bath, England, UK

- Assisted in the strategic planning and narrative development for the collective's exhibition and promotional material to ensure a unified thematic experience.
- Designed layout configuration of event space and assisted in exhibition installation.

Exhibiting Artist | April 2024

POTLUCK: Phantasmal Gallery Open Call - 44AD Gallery - Bath, England, UK

- Collaborated with curators and event organiser's to execute curatorial expectations of the piece.
- Co-hosted an artist talk panel pre-launch of exhibition to foster dialogue, and create oppurtunities for future peer collaboration among local artists and guests.

Social Media Officer | April - June 2023

@define.femi9 - d(e/i)(v/f)ine feminine (Student Collective) | Bath, England, UK

- Designed project campaign, executed in the creation of promotional video, posters and captions for co-managed Instagram page for artist collective.
- Organised post schedules and engagement reports for academic review.

Commissioned Illustrator | May 2022

Instituto Português do Oriente (IPOR) [Translation: Portuguese Oriental Institute] - Macau (S.A,R), China

- Designed and illustrated promotional poster for a local heritage institute's film festival.
- Adjusted to review critcism and conducted rigorous historical research to fulfill institutional creative briefs, successfully aligning visual storytelling with the with the institution's educational and cultural mission.

Co-Founder and Educator | July - August 2021

Summer In Colour (Independent Summer Programme) - Macau (S.A.R.), China

- Developed tailored curriculum for elementary-school children to enhance community engagement through creative collaboration, critical thinking and refining fine motor skills.
- Managed daily adminstrative operations to streamline the program between 3 educators, students and parents.

Volunteer English Teacher's Assistant | August 2020

Kumon - Macau (S.A.R.), China

- Evaluated and graded academic assessments with high accuracy and strict adherence to grading rubrics.
- provided adminstrative support such as student intake and grade data entry.

EDUCATION

University of Edinburgh (Edinburgh College of Art) | September 2025 - August 2026

Master of Science in Modern and Contemporary Art: History, Curating and Criticism – Grade: TBD (Predicted First or 2:1)

- Wrote a thesis that critically analysed digital platform mediation, visual literacy, and audience engagement across three post-pandemic international performance art practices. Synthesised complex theoretical frameworks spanning digital culture, curatorial studies, and media sociology to evaluate contemporary spectatorial conditions.

Bath Spa University (Bath School of Art, Film and Media | September 2022 - July 2025

Bachelor of Arts (Honours.) Fine Art – First

- Artistic practice spans film and digital and sculptural installations, via extensive collaboration largely focused on questions of identity and digital mediation.
- Extensive hands-on experience in gallery preparation, artwork installation and documentation.

LANGUAGES

English - Fluent ; UKVI IELTS: 8 | **Portuguese** - Fluent ; CEFR: A2 | **Mandarin** - Intermediate ; GCSE: B