



CARA CHENG

ABOUT ME

Cara Cheng is an independent curator, art administrator, and photographer with experience in exhibition planning, visual storytelling, and community engagement. She is currently pursuing her MA in Arts Administration and Policy at the School of the Art Institute of Chicago.

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EDUCATION

Department of Radio and Television
Bachelor of Arts (B.A.)
National Taiwan University of Arts
2020 - 2024

Department of Arts Administration and Policy
Master of Arts (M.A.)
School of the Arts Institute of Chicago
2024 - Present

EXPERTISE

Curatorial & Exhibition Management

Visual Design & Creative Direction

Marketing & Audience Engagement

ARTS ADMINISTRATION & FUNDRAISING

Communication & Team Collaboration

LANGUAGE

English- Fluent

Mandarin- Native

Cantonese- Basic

PROJECTS

○ Feb 2025–Present
Epiphany Center for Arts: Chase gallery, Chicago (U.S.)
Curator, Drown-Proofing exhibition

- Developed a cross-disciplinary exhibition exploring resilience and adaptation in unstable conditions
- Selected and coordinated artists across SAIC, fostering dialogue among staff, graduate, and undergraduate participants
- Led exhibition design, spatial planning, and installation logistics
- Wrote curatorial texts contextualizing artworks within cultural and political frameworks
- Partnered with institutions to promote the exhibition and design audience engagement programs

○ Feb 2025–Present
Epiphany Center for Arts:
Catacombs, Barcelona and Chase Galleries, Chicago (U.S.)
Student Liaison for Gallery Collaboration

- Supported curatorial and logistical planning for five exhibitions
- Managed marketing content across social media and the institution's website to boost audience engagement
- Coordinated installation and de-installation, ensuring proper artwork handling
- Provided exhibition tours and interpretive insights to visitors
- Maintained meeting records and managed team scheduling as meeting secretary
- Served as artists' main point of contact, supporting exhibition preparation and communication

○ September – December 2024
Modeling A Curatorial Residency: Navy Pier Pilot Project
Resource Research Lead

- Designed an open-call application platform to improve accessibility and user experience
- Analyzed open-call vs. partnership models and provided strategic recommendations
- Researched and benchmarked residency programs to inform program design
- Organized key data to align the residency proposal with institutional goals and community engagement strategies

WORK EXPERIENCE

March 2025- Present

SAIC John M. Flaxman Library, Chicago (U.S.)

Special Collection Assistant

- Facilitated class visits and patron access to the Joan Flasch Artists' Book Collection
- Delivered presentations and responded to research inquiries across multiple platforms
- Promoted collections via campus events and social media outreach
- Assisted with pre-cataloguing, archival processing, and organization of acquisitions
- Managed clerical tasks, correspondence, and file systems to support daily operations

March- December 2023

JingLü Gallery, Taipei (TW)

Gallery Assistant

- Secured full funding for two artists by preparing successful grant applications to government agencies
- Designed marketing materials including exhibition flyers, social media banners, and gallery graphics using Adobe Suite
- Managed social media content and marketing strategies to enhance public engagement
- Recorded and edited opening events for archival purposes using Photoshop and Lightroom
- Created and led a summer portrait photography workshop focused on digital editing tools (Capture One, Photoshop, Lightroom)
- Oversaw administrative tasks, maintained collector communication, processed sales, and supported event logistics

June-September 2023

Hakka Public Communication Foundation X JingLü Gallery, Taipei (TW)

Project Coordinator

- Designed visual layouts using Canva, Photoshop, and Illustrator
- Increased social media engagement by 41% in one month through strategic community marketing and content management
- Served as copy editor, ensuring content accuracy and consistency
- Planned and managed a book launch event, including VIP reception and audiovisual documentation

March-May 2023

Night Art Fair Taipei, Taipei (TW)

Event Assistant

- Drafted daily social media copy, leading to an 8% follower growth and 3000% increase in reach within one month
- Created a detailed exhibition catalog documenting 6 artists and 49 artworks using Word and Excel
- Coordinated artwork transportation and installation logistics, ensuring efficient setup
- Led VIP tours during previews and openings, enhancing guest experience through artist and artwork insights
- Facilitated artwork sales by connecting exhibitors with collectors, contributing to commercial success
- Managed on-site logistics, including crowd control and event flow coordination
- Supported post-event follow-up with collectors and exhibitors to ensure smooth transactions and ongoing relationships

November 2020 – May 2023

TAIWAN PLUS Magazine, Taipei (TW)

Photographer

- Led photography for Taiwan's travel campaign, capturing local culture through monthly features on 4-5 cafés and brewers
- Directed and produced an annual cosplay portrait project, collaborating with stylists and models
- Edited two image/video projects weekly using Photoshop, Lightroom, and Premiere, ensuring high visual standards
- Collaborated with editors to align visual content with written narratives, maintaining cohesive magazine aesthetics

August 2022 – November 2022
Condé Nast Taiwan, Taipei (TW)

Official Photographer, Taipei Fashion Week

- Captured key moments including celebrity portraits, catwalks, exhibitions, and street scenes, shaping the event's visual identity
- Developed creative concepts to ensure cohesive storytelling aligned with event themes
- Assisted prop design and studio setup installation in collaboration with the production team
- Managed VIP relations, providing personalized support for a seamless guest experience
- Produced high-quality content featured across media platforms, boosting event visibility
- Created and edited social media content to engage online audiences and maintain visual consistency

June 2020 – September 2020
UCHRONIA Exhibition, Taipei (TW)

Part Time Staff

- Catalogued artwork details for over 300 exhibition pieces and uploaded them to the database
- Directed and documented the exhibition opening through video and photography; edited archival materials using Lightroom and Premiere

VOLUNTEER

September 2024 – Present
School of the Art Institute of Chicago, Chicago (U.S.)

Enrichment Fund Grant Board

- Promoted the scholarship program through community outreach and classroom engagement
- Led fundraising initiatives to expand the grant pool for student-led projects
- Developed promotional strategies to boost program visibility and participation
- Recruited and onboarded new members to maintain an active, sustainable board

August 2020 – August 2022
National Taiwan University of Arts, New Taipei (TW)

Undergraduate Class Representative

- Oversaw the entire classes' assignment submissions and served as a bridge between the classes and the professors for the following courses: Basic Photography, Non-linear Editing, Cinematography and Health and Workout

June 2023 – May 2024
National Taiwan University of Arts, New Taipei (TW)

Graduate Student Association Treasurer

- Managed departmental funds using Excel, tracked expenses, and assisted with audits and write-offs for various activities
- Coordinated event logistics, including food ordering for tea parties and internal gatherings
- Ensured efficient and compliant use of funds to support Graduate Education programming

AWARDS

March 2022

National Taiwan University of Arts Mediart Awards, New Taipei (TW)

Graphic Photography Category - "Monday Chill" Best Series Award

March 2022

National Taiwan University of Arts Mediart Awards, New Taipei (TW)

Graphic Photography Category - "Monday Chill" Shortlisted for the Best Series

June 2021

Vogue, Italy

PhotoVogue - "Lora" Shortlisted for the Single Fashion Photography

September 2021

Tokyo International Foto Awards, Tokyo (JP)

-Graphic Photography Category - "Sharks" Shortlisted for the Travel Category

-Graphic Photography Category - "Secretly" Shortlisted for the Fashion Category

November 2021, September 2023

National Taiwan University of Arts, New Taipei (TW)

-Ranked 3rd in the class in the first semester of freshman year

-Ranked 2nd in the class in the second semester of the third year