

Here is a short and detailed template with checkboxes to track progress for an art journalist:

## **Art Journalist Task List:**

### **Research and Planning:**

- Identify art exhibitions, events, and trends to cover ( )
- Conduct interviews with artists, curators, and other industry professionals ( )
- Develop a content calendar and pitching plan ( )

### **Writing and Editing:**

- Write engaging and informative articles, reviews, and features ( )
- Edit and proofread work for clarity, accuracy, and style ( )
- Meet word count and deadline requirements ( )

### **Visual Content Creation:**

- Take high-quality photographs of art works and events ( )
- Create videos or podcasts to supplement written content ( )
- Design and layout articles for print or online publication ( )

### **Publishing and Promotion:**

- Submit work to publications, online platforms, or personal blog ( )
- Share content on social media and engage with readers ( )

- Build relationships with editors, artists, and other industry professionals ( )

**Ongoing Tasks:**

- Stay up-to-date with art industry news and trends ( )
- Attend art events, exhibitions, and festivals ( )
- Continuously improve writing, editing, and visual content skills ( )

This template provides a general outline of the tasks and responsibilities of an art journalist. Checkboxes can be used to track progress and stay organized!

