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August 2023 – Present Atelier 4, Inc. Long Island City, NY

Director of Museum and Exhibition Projects

- ❖ Help supervise a Project Management team under the guidance of the Vice President of Sales.
- ❖ Forecast the needs of the museum community and identify opportunities with current and new client bases.
- ❖ Help team increase performance in the museum sector by clearly estimating projects and closing sales.
- ❖ Help craft company wide strategy to secure and service museum and exhibition clientele.
- ❖ Continue to assist with large scale and special projects, as needed.
- ❖ Attend relevant industry events as a representative of Atelier 4.

January 2006 – August 2023 Atelier 4, Inc. Long Island City, NY

Senior Project Manager / Museum Exhibitions

- ❖ Coordinate all aspects of shipping a museum exhibition, including site visits, archival packing / crating, export formalities and air or ocean freight to destination.
- ❖ Oversee our own art handlers and subcontractors to ensure artwork is handled in proper manner.
- ❖ Complete Apparent Defect Reports / Condition reports. Hire and work with conservators as needed.
- ❖ Hire and coordinate with foreign agents for destination services.
- ❖ Familiar with U.S. Fish and Wildlife and CITES permits / licenses.
- ❖ Arrange supervision / security of cargo at airports.
- ❖ Arrange courier travel and escorts.
- ❖ Responsible for attending conferences and generating new sales for the company.

Head Registrar / Special Projects Coordinator

- ❖ Assisted with the design and opening of Atelier 4's new storage facility in Long Island City, NY.
- ❖ Wrote policies and contracts for the handling and storage of fine art.
- ❖ Manage Registration staff and freelancers.
- ❖ Oversee the management of our clients' art collections by maintaining physical inventories, documenting all artwork as it enters or leaves the facility, performing condition reports, photographing and registering into database.
- ❖ Assist clients' with loans and consignments.
- ❖ Arrange proper packing and crating of artwork for storage and shipping.
- ❖ Arrange international and domestic shipping via air, ocean and ground transport.
- ❖ Prepare monthly invoice reports for Accounting Department.
- ❖ Assist with special projects such as site visits, installations, exhibitions and art fair logistics.

September 2004 – January 2006 Tanya Bonakdar Gallery New York, NY

Registrar / Gallery Manager

- ❖ Catalogued all artwork as it entered gallery.
- ❖ Maintained inventory database.
- ❖ Organized all domestic and international shipping, including packing, crating and insurance.
- ❖ Organized loans and consignments to other galleries and museums.
- ❖ Maintained budgets and expense reports for all shows and art fairs.
- ❖ Arranged all framing and installation for gallery shows.
- ❖ Worked with artists on production of work.
- ❖ Day to day accounting.
- ❖ Supervised preparators and freelancers.
- ❖ Worked with private collectors, corporations and art consultants on appraisals for insurance and donation purposes.
- ❖ Organized art fairs.
- ❖ Assisted with sales and presentations.

September 2004 – November 2004 Historical Society of Rockland New City, NY

Curator of Exhibitions (Freelance / Part time)

- ❖ Was responsible for the development and installation of exhibitions and programs related to exhibitions. Also responsible for designing exhibit announcement cards as well as program flyers.

December 2003 – September 2004 Historical Society of Rockland New City, NY

Curator of Collections & Exhibitions

- ❖ Responsible for the development and installation of exhibitions and programs related to exhibitions. Also responsible for designing exhibit announcement cards as well as program flyers.
- ❖ General Collections Management work including the cataloging and care of the permanent collection as well as loaned and temporary custody objects.
- ❖ Handled accessions per the guidelines set forth in the Collections Policy as well as deaccession of objects in accordance with current legislation.
- ❖ Arranged loans, both incoming and outgoing. This included packing and shipping of the objects.
- ❖ Responsible for maintenance of the Library as well as fielding research requests.
- ❖ Supervised a staff of two Curatorial Assistants as well as a small group of volunteers.
- ❖ Assisted with grant writing including the IMLS Grant.

June 2000 – July 2003 Fraenkel Gallery San Francisco, CA

Registrar / Assistant to the Director

- ❖ Cataloged artwork as it arrived at the gallery.
- ❖ Maintained inventory database.
- ❖ Organized loans and consignments to other galleries and museums.
- ❖ Created visual presentations for clients and assisted in sales. Also attended the ADAA show with the gallery for the purpose of sales and general client support.
- ❖ Worked with private collectors, corporations and art consultants on appraisals of photography for insurance and donation purposes.
- ❖ Assisted in the design of exhibition advertisements and announcement cards.
- ❖ Assisted with various book projects including *The Eye Club*, *Lee Friedlander: Little Screens* and others.
- ❖ Installed exhibitions.
- ❖ Visually documented the gallery's inventory as well as exhibitions.
- ❖ Prepared photographs for transportation and storage.
- ❖ Maintained desktop computers as well as network servers (onsite computer technician.)

1997 - 2000 Ship/Art International San Francisco, CA

Exhibition Coordinator

- ❖ Organized the collection, packing and transportation of art works for private lenders, galleries and museums both domestic and international.
- ❖ Maintained local schedules for drivers as well as organized shuttles to Los Angeles and New York City.
- ❖ Acted as a marketing agent for the company by attending various museum conferences and art fairs.

References available upon request.

Education:

Bachelor of Arts in Art History
University of New Mexico, Albuquerque NM
San Francisco State University, San Francisco CA

Additional studio courses take at San Francisco Art Institute.