

Sara Storm Hutchins

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New York, NY

Cheim & Read, New York Director of Operations

August 2019 - June 2024

- Oversees all aspects of collection management at the gallery: logistics, museum loans and consignments, post-sale shipping, artwork insurance policy, and external storage
- Generates sales invoices, coordinates payments to artists and consignors, tracks all production costs, restoration and framing for artworks
- Manages artwork database to a high level of detail, maintains gallery photography archive and coordinates rights and reproduction requests for gallery artists
- Mentors staff on operations and logistics best practices
- Coordinates with Assistant Director of Operations to plan and execute art fair logistics and to manage freelance art handling staff
- Responsible for understanding customs and tax regulations and requirements for shipping artworks internationally and domestically
- Manages records of all associated documentation in accordance with New York State Sales Tax requirements

R & Company, New York Shipping Manager

August 2016 - August 2019

- Oversaw 300+ shipments per year for sales, art fairs, commissions, consignments, and loans
- Managed daily schedule for a team of 4-8 Art Handlers at two galleries and warehouse locations
- Liaised with artist studios, clients, and consignors to coordinate loans, consignments and returns of inventory
- Coordinated shipping with domestic and international carriers as well as our own in-house delivery team
- Tracked production costs for conservation and logistics expenses for artworks in database

Sotheby's, New York, Senior Coordinator- Shipping & Logistics Americas

December 2011-August 2016

- Managed and coordinated complex international and domestic shipments for the Contemporary Art department
- Supported the Travelling Exhibitions manager with the planning and local arrangements of high-value auction highlights exhibitions across international Sotheby's locations, including courier travel to oversee exhibitions
- Oversaw packing and collections and provide detailed condition reports to ensure that all safety and efficiency standards are met by internal and external vendors
- Developed budgets, schedules and shipping plans for large-scale consignment collections for approximately 5-10 Single-Owner Sales per year
- Executed timely post-sale shipping to buyers from auction sales
- Prepared a high volume of imports and exports in accordance with US Customs laws and procedures

Sotheby's, New York, NY, Coordinator- Books and Manuscripts

August 2010-December 2011

- Handled extensive client communication for the Books, Special Projects, and Collectibles, including responding to general inquiries for all three departments

- Provided support to the Books and Special Project departments including pre-sale preparations; administrative, inventory and shipping processes; client visits; and long-range department projects
- Participated in the cataloguing, organization and administration of the Malcolm Forbes Toy Collection sale

Education

Colby College, Waterville, ME Bachelor of Arts

Major: Art History and Studio Art, Distinction in Major, Magna Cum Laude

Deerfield Academy, Deerfield, MA

Leadership Experience

The Mary J. Hutchins Foundation, Board member, Vice-President

March 2014 - present

- The Foundation gives grants to organizations that support disadvantaged populations in New York City
- Reviews grant requests, oversees financial strategy and ensures the Foundation's compliance with laws
- Completes 4-6 yearly site visits to grantees across the five boroughs

Colby College Woodsmen Team, Member and Women's team captain

Fall 2005-2009

- College club team competing in regional timber sports competitions against other colleges and universities
- Responsible for organizing practices, coordinating competitions and the upkeep and maintenance of team equipment