

Courtney A. Brown

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SKILLS

Exhibition Management
Financials/Budgets
Fine Art Shipping
Inventory Management
Contracts & Loan Forms
Condition Reports
Artist & Client Relations
Public Relations
Press Releases
Curatorial Proposals
Art Fair Planning

COMPUTER SKILLS

PC & MAC
Microsoft Office Suite:
Word/Excel/PowerPoint
Google Docs & Sheets
FileMaker Pro: Artbase
Adobe Acrobat
Dropbox
U.S. Customs CHB
F&W Database
Zoom/Google Meet/ MSTEams
Social Media Platforms
Blogging Platforms

CERTIFICATION

TSA Training:
Security Assessment
Known Shipper
Fish & Wildlife Training

EDUCATION

CU, Boulder:
BA, Communication
Syracuse, London:
Fine Art Study

FINE ART CONFERENCES

Western Museum Association
American Alliance of Museums
ARTIM

PROFILE

Expertise in fine art management from planning to execution. Proven success in scheduling, budgeting, overseeing staff and vendors, problem resolution and meeting strict deadlines. Adept at collection management, major installations, gallery and museum level practices in both domestic and international arenas.

Fine Art Consulting, Collection Management and Project Management
Courtney Brown Fine Art Managers, 2016-Present

Provide art and design solutions, research and resource artists
Project budget management and negotiation of costs
Arrange and oversee de-installation/installation and unpacking/packing
Collection management, advisement and acquisitions
Cataloging and registration
Facilitate coordination for insurance, storage, and appraisal
Coordinate domestic and international logistics
Produce contracts, loan forms, and consignment agreements
Fine art courier services
Create condition reports and arrangements for conservation/restoration

Manager of Exhibitions & Art Fairs (Previous positions: Exhibition Coordinator; Head Registrar)
Kohn Gallery, Los Angeles, 2013-2021

Implement gallery procedures, oversee staff, contractors and vendors
Provide superior customer service and streamline services
Create design sketches and build outs for installations
Coordinate domestic and international logistics
Compose consignment agreements, contracts, loan forms, invoices, and insurance certificates
Manage, design, and coordinate all aspects of exhibiting at art fairs (i.e. Basel, Armory, Frieze)
Develop and maintain relationships with clients, artists, staff, and vendors
Work with curators, artists, estates, and directors in selecting art and artists for exhibitions
Schedule and manage timelines for press materials, exhibitions, events, and installations
Manage budgets, negotiate costs to increase profit margin, hire vendors, and approve invoices
Develop pitches and key messages for all communication mediums to engage the public
Compose press releases, write proposals, and correspond with public relations team for press
Assist catalogue creation and publications
Coordinate and attend talks, events, and tours
Conduct sales and assist with viewings

Senior Exhibition Agent (Previous position: Fine Art Shipping Agent)
Masterpiece International, Inc. 2003-2013

Create business strategies to attract new clients and maintain existing accounts with major cultural institutions, auction houses, galleries, and art collectors
Conduct colleague and client meetings to gather needs and build relationships for increasing efficiency in project coordination
Collaborate with staff on project specifications
Implement new procedures to eliminate fines and profit loss
Manage domestic and international logistics
Provide estimates of shipping costs for budgetary needs along with billing and accounting
Supervise vendors on-site
Coordinate events i.e. budget, scout locations, sign contracts, hire vendors, manage events
Handle last minute and tight deadlines, complex itineraries, and provide superior customer service
Negotiate with multiple vendors lowering costs and increasing profit margin
Liaison with government agencies, airlines, foreign agents, and vendors
Assist couriers on-site and off-site and periodically act as a courier for shipments
Supervise and train staff support