

Sarah M. Schultz
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PROFESSIONAL EXPERIENCE

The Contemporary Arts Museum, Houston, Houston, TX July 2014–Present
Interim Curatorial Business Manager

- Manage and reconcile all exhibited-related expenses, ensuring that all projects remain within budget
- Actively communicates with artistic stakeholders and tracks exhibition-related expenses
- Generates, reviews, and manages all contracts for exhibitions including, but not limited to exhibition touring contracts, artist agreements; and lending letters
- Generates loan letters and coordinates with the registrar to send them to private and public lenders
- Develops and coordinates traveling exhibition schedules
- Facilitates catalogue production, meticulous editing and careful review of all drafts up to final print and distribution

The Museum of Fine Arts, Houston, Houston, TX August 2010–May 2014
Curatorial Assistant, Contemporary Art and Special Projects

- Served as lead coordinator for seven major exhibitions: *Second Nature: Contemporary Landscapes from the MFAH Collection*, *New Formations: Czech Avant-Garde Art and Modern Glass from the Roy and Mary Cullen Collection*, *Charles LeDray: workworkworkworkwork*, *Revelation: Major Paintings by Jules Olitski*, *Picasso Black and White*, *James Turrell: A Light Inside*, and *Georges Braque: A Retrospective*. Coordination involves writing label text, exhibition design, docent training, audio tours, and publicizing the exhibition, Implemented public programs
- Curated *Occupy This* (2011), *Yukinori Yanagi: Hinomaru Portfolio* (2014), and *Knot Crazy* (2014); Co-curated *The Artist's Palette: Primary Colors on Paper* (2013) and *Frank Stella: Ball Drawings* (2014)
- Oversaw the project management and mentoring of multiple interns, including those in the Mellon Summer Academy
- Actively contributed to MFAH website strategic development team

Adjunct Humanities Instructor, Houston, TX January 2014–Present
Houston Community College, Art History

The Museum of Fine Arts, Glassell School of Art, Houston, TX 2011
Instructor, Course: "Outsider Art in the 21st Century"

- Developed prospectus for self-taught, visionary or outsider art comprehensive course including onsite instruction at the Museum of Fine Arts, Works on Paper Study Center and the Orange Show Visionary Art Center, a house dedicated to preserving Jeff McKissack's self-constructed visionary art environment

University of North Carolina, Chapel Hill, Chapel Hill, NC 2009–2010
Graduate Teaching Assistant, American Studies Department, Course: Visual Culture

- Assisted Dr. Bernard Herman in the assembly of *Thornton Dial: Thoughts on Paper* retrospective at the Ackland Art Museum including writing a successful NEA grant
- Traveled to Birmingham, Alabama to interview artist and view Dial's large-scale warehouse full of assemblages and watercolors for the exhibition, *Thornton Dial: Thoughts on Paper*,

High Museum of Art, Atlanta, GA Summer 2009
American Art Curatorial Intern

- Researched art historical context of Hale Woodruff mural situated at Talladega College, Alabama's oldest historically black liberal arts college in Talladega, Alabama, NEA-sponsored conservation grant that would sponsor the mural's complete restoration

The Museum of Fine Arts, Houston, Houston, TX Summer 2007

Rienzi Education Intern

- Revised docent manuals for Rienzi, the Museum of Fine Art's European decorative arts house museum
- Led Saturday Art Workshops

San Antonio Museum of Art, San Antonio, TX Summer 2006

Latin American Art Curatorial Intern

- Assisted Nancy Fullerton, Curator of Latin American Art at San Antonio Museum of Art with object cataloguing and collection research

ArtBridge Houston, Houston, TX Summer 2005

Undergraduate Intern

- Taught art classes designed for kindergarten through 8th grade children living in Houston's city-wide homeless shelters.

PUBLICATIONS AND LECTURES

- Co-author of *Art Across America*, an exhibition catalogue published in conjunction with an exhibition of the same title, co-organized with the National Museum of Korea, Daejeon Museum of Art, and KBS, 2013
Association of Art Museum Curators website publication:
- "Keynote Panel, Looking Forward Ten Years: What is the Museum of 2021?" 2011 published online: <http://www.artcurators.org/blogpost/720106/2011Conference-Blog>
- Invited Lecturer at The Museum of Fine Arts, Houston; The Menil Collection, Houston; The Pearl Fincher Museum of Art, Houston; and several of Houston's alternative art spaces

PROFESSIONAL AFFILIATIONS

National Art Education Association (NAEA), Texas Art Education Association, International Visual Literacy Association, College Art Association (CAA), and the Association of Art Museum Curators (AAMC)

EDUCATION

University of North Carolina, Chapel Hill, NC 2010
Art History, Master of Arts, Academic Scholarship, Concentration: Contemporary Art

University of Texas at Austin, Austin, TX 2008
Art History, Bachelor of Arts, Minor: Business, Certified, College of Fine Arts President, 2007-2008

SKILLS

Proficient in all areas of Microsoft Office, Raiser's Edge, The Museum System (TMS), Filemaker Pro, Portfolio Web Client, and Adobe Acrobat

Languages: Fluent in Spanish, with a written knowledge of German and French