

JEREMIE N. HOFFMANN

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PROFESSIONAL PROFILE

I seek to add value in an innovative company through strong managerial and solutions-oriented skills, as well as my extensive background in project administration, facilities management, custom design and fabrication.

CORE COMPETENCIES

Project Management
Process Improvement
Quality Control

Materials Specialist
Client & Vendor Relations
Art Handling & Installation

Exhibition Design
Facilities Management
Art Conservation

PROFESSIONAL EXPERIENCE

Creative Director - H Fine Art and Exhibition Services - Kansas City, MO 2009-Present

Advisor & Content Developer

- Communicate with clients to determine specific needs and overall objectives
- Conduct site visits to determine environmental changes and object choices
- Review blueprints for transformation recommendations
- Maintain knowledge of current design, art and antiquity trends
- Facilitate client's decisions to develop comprehensive environments

Materials Specialist & Custom Fabricator

- Design and build custom mounts and displays
- Specialize in fabrication of wood, metal, glass, laminate, resin, and acrylic
- Utilize new technologies to advance exhibit potentials
- Design lighting for exhibitions and object illumination

Installation & Collection Manager

- Coordinate on-site installation through the management of various teams
- Arrange for storage and transportation of art
- Manage database systems for insurance and archival purposes
- Establish protocols for long term care of art and antiquities

Exhibition Developer - Mid-America Arts Alliance - Kansas City, MO 2010-2012

Developer & Producer

- Organized conferences with local museums and galleries for professional staff development
- Worked with NEA and NEH curators to develop content driven exhibitions
- Collaborated with curators, designers and educators to provide continuity to exhibitions
- Evaluated and designed visual components for exhibitions
- Implemented new technologies for interactive displays to modernize content delivery
- Created innovative display techniques to provide the audience with a full experience

Operations Manager

- Managed art storage and fabrication facilities
- Maintained an organized and secure environment for both fine art and historical artifacts
- Planned logistics for incoming and outgoing exhibits
- Developed tracking systems for collections

Designer & Fabricator

- Designed and built custom exhibit casework, displays and mounts
- Prepared cost estimates for the fabrication of exhibits
- Coordinated and managed general contractors and builders
- Designed and built crates specific to each object's needs

Conservation Technician - The Nelson Atkins Museum of Art - Kansas City, MO 1999-2009

Digital Imaging Specialist

- Photographed images for conservation treatments
- Captured radiograph images to check for structural integrity, loss or forgery
- Utilized infrared and ultraviolet photography to check for authenticity and/or damage
- Maintained an archiving system for the Museum Conservation Department

Installation Manager

- Coordinated special projects, installations and treatments
- Managed the *Project Space*; a gallery dedicated to visiting artists and *insitu* works
- Maintained storage facilities
- Arranged for the transportation of antiquities and artwork

EDUCATION

The Kansas City Art Institute, Kansas City, MO 1994-1997
Degree: Bachelor of Fine Arts
Emphasis: 3-D Design

CERTIFICATIONS

Digital Documentation Specialist certified by *The American Institute of Conservation*
 Rigging Certification by *The Midwest Institute of Rigging*
 Adobe Photoshop and Illustrator Certifications

REFERENCES

Available upon request